State of North Dakota

Module 7 - Billing

PeopleSoft Financials 9.0

Office of Management & Budget - Fiscal Management

01/01/2011

Introduction

The PeopleSoft Financials Training Guide was produced by using the User Productivity Kit (UPK) / On Demand Training application. The Training Guide is comprised of 3 levels:

- Module – PeopleSoft component
- Lesson – Description level
- Topic - Procedure

All levels are identified with the prefix "ST" for STATE.

PeopleSoft Financial Modules Training Guides are available on the Office of Management & Budget website: www.nd.gov/fiscal/accounting/manuals.

The PeopleSoft Financials Module Online Tutorials and Job Aids are available by clicking on the Help menu in PeopleSoft Financials.

Notice to Users:

- All Training Guide content was recorded in the PeopleSoft Test environment (NDFT). The NDFT logo will appear on the screen shots in this document; however, this will not be seen in the Production environment.

- The PeopleSoft Tools upgrade was implemented in October 2010. This change does not affect the actual material represented in the Training Guides/Job Aids; however, the main menu screens in the training material may look different than the actual PeopleSoft Production environment.

Table of Contents

ST Module 7 - Billing

Billing Module

PeopleSoft Billing processes billing information to create invoices. The Billing module allows you to:

- Create customers
- Create bills
- Receive billing data from other PeopleSoft applications
- Receive billing date from non-PeopleSoft applications
- Create inter- and intraunit bills
- Review and validate bills
- Adjust invoices

To view or print the Billing Training Guide, click on OMB's training webpage: (http://www.nd.gov/fiscal/accounting/manuals)

ST Lesson 7.1 - Creating Customers

Creating Customers

Governmental entities, businesses or individuals who owe agencies for goods or services rendered are defined as customers. A customer must be set up prior to creating a billing/receivable. The user has the option of assigning a unique Customer ID or allowing the system to assign a pre-defined auto-number.

PeopleSoft Billing allows you to identify different types of customer relationships and billing methods. This section creates and maintains information for regular online billing customers.

ST 7.1.1 - Adding a New Customer

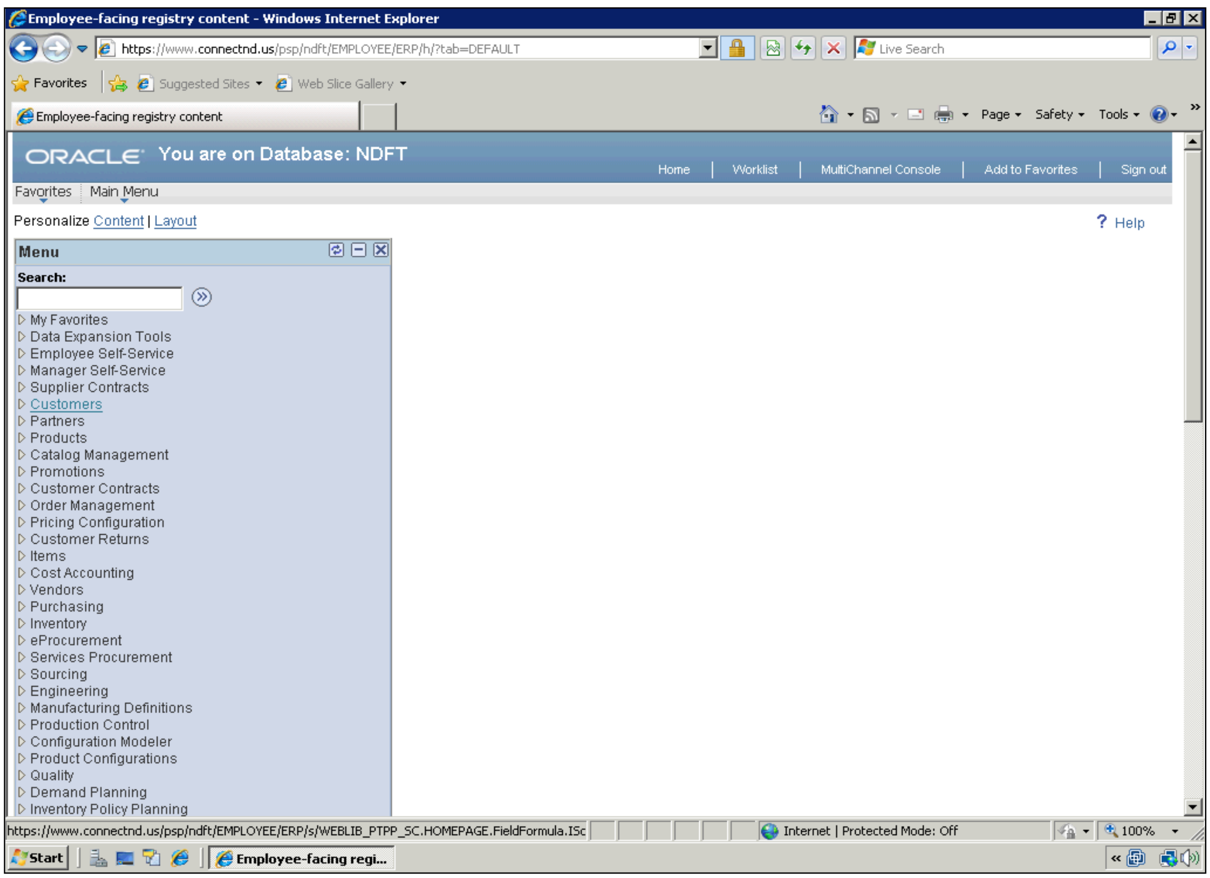
Adding a New Customer

Navigation: Customers > Customer Information > General Information

Customers must be established before they can be billed. Adding a New Customer involves creating the customer name, address, billing type and contact information.

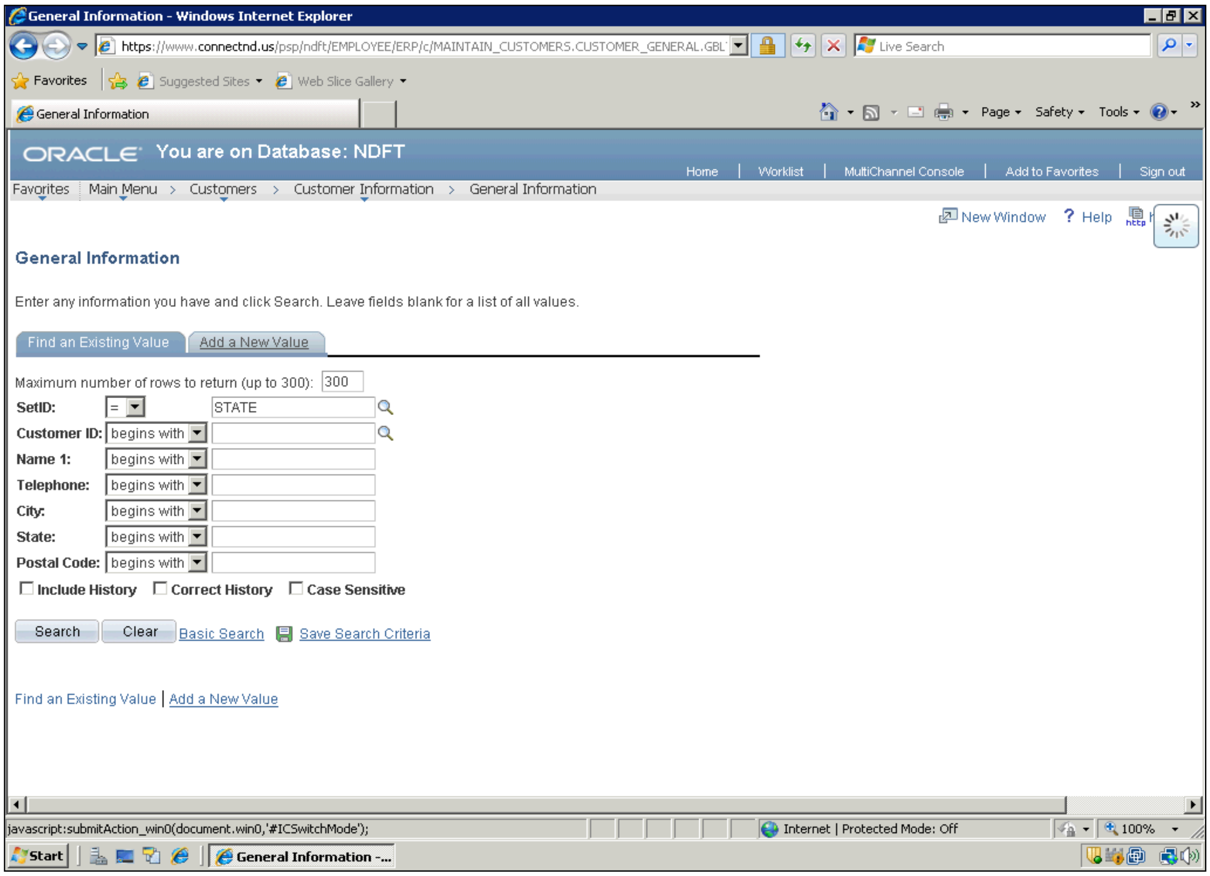
Procedure

This topic shows how to Add a New Customer. A customer must be set up and in Active Status in order for a bill to be created and the account receivable established.



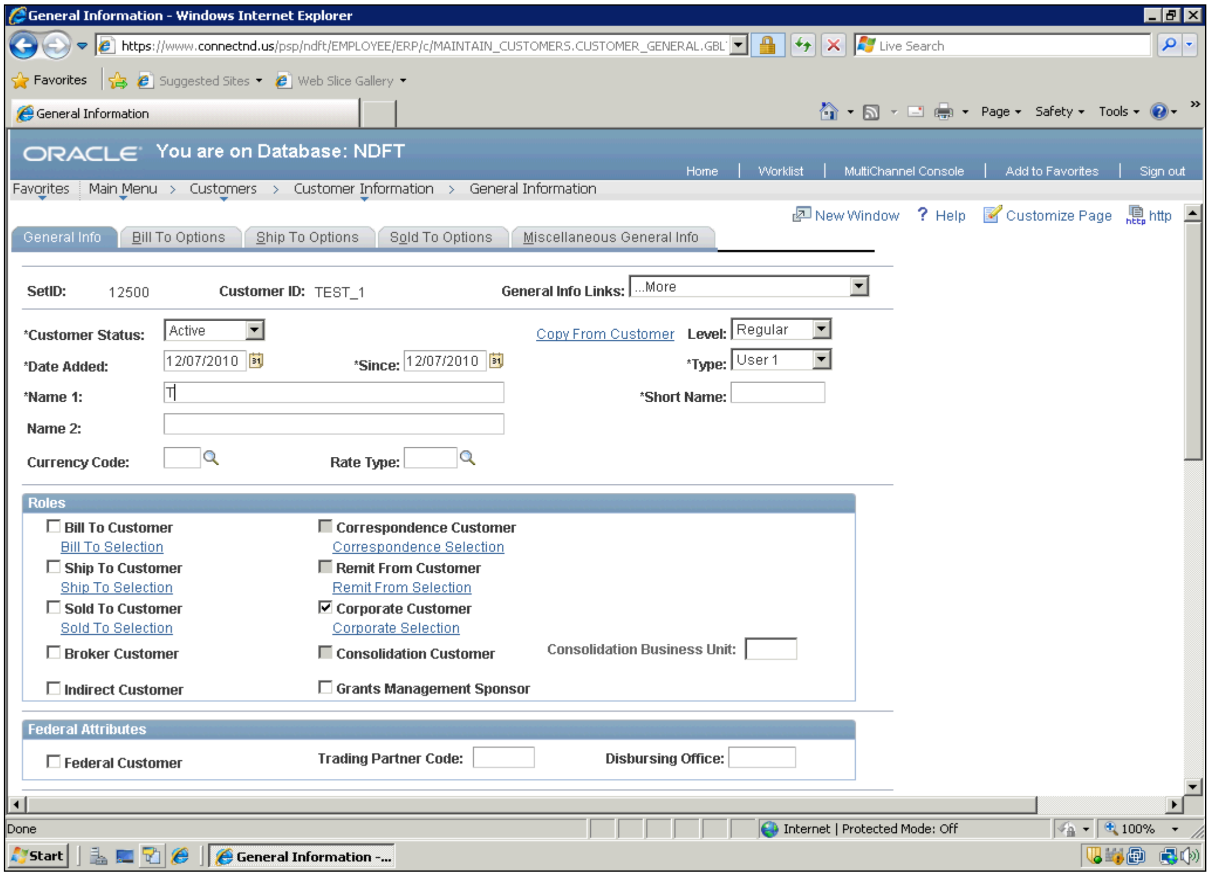
Step	Action
1.	Click the **Customers** link. ▷ Customers

Step	Action
2.	Click the **Customer Information** link. Customer Information
3.	Click the **General Information** link. General Information



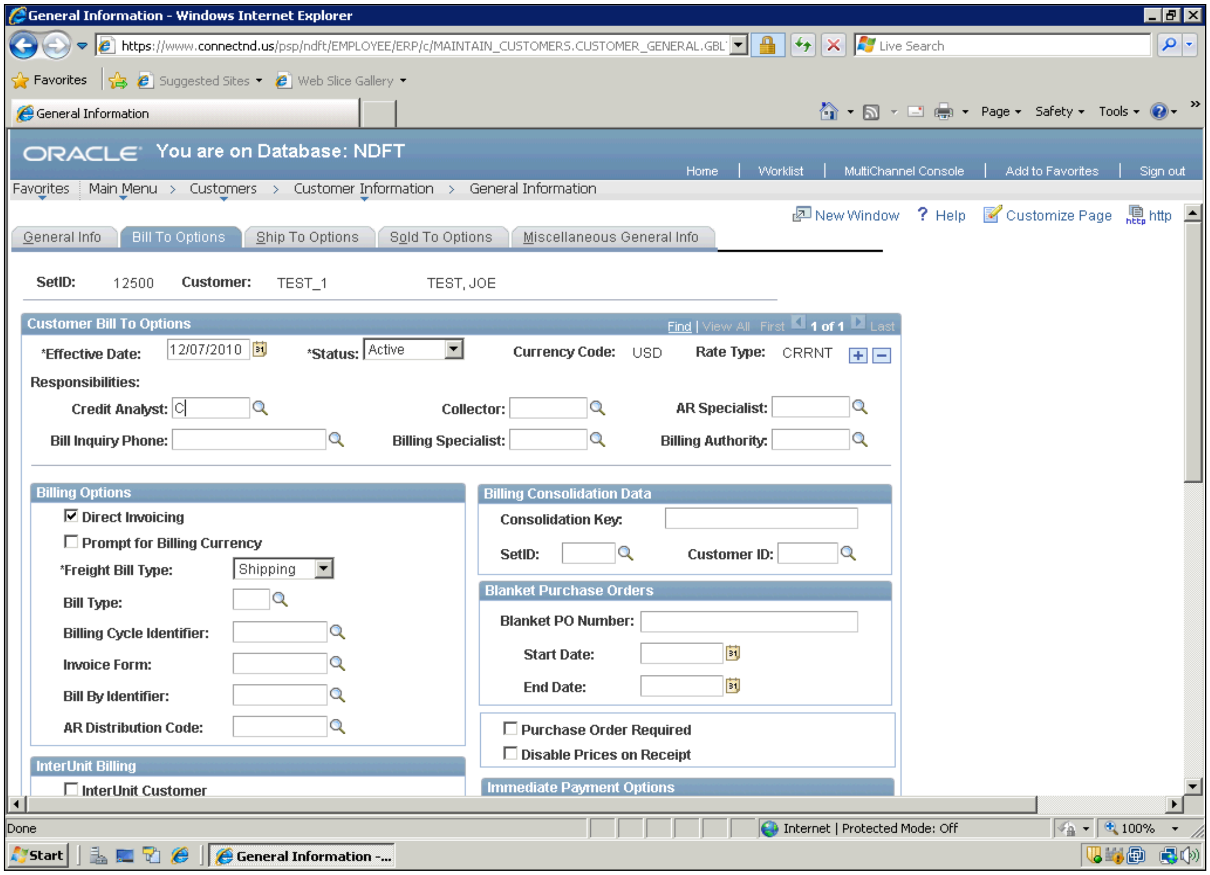
Step	Action
4.	Click the **Add a New Value** tab. Add a New Value
5.	Customer ID will default to <u>NEXT</u> and cannot be overridden. **Note:** Some agencies may be able to override this ID and enter a unique Customer ID number. This feature was established during initial set up.
6.	Enter the desired information into the **Customer ID** field. Enter "**TEST_1**".

Step	Action
7.	Click the **Add** button. Add



Step	Action
8.	Enter the desired information into the **Name 1** field. Enter "**TEST, JOE**". **Note:** Last name first and upper case is recommended for ease in sorting through the customer database.
9.	Enter the desired information into the **Currency Code** field. Enter "**USD**" - (United States Dollar).
10.	Enter the desired information into the **Rate Type** field. Enter "**CRRNT**" - (Current).

Step	Action
11.	Click the **Bill To Customer** option to select the Role. Once the Bill To Customer is selected, the Correspondence Customer and Remit From Customer roles will automatically be selected. ☑ Bill To Customer
12.	Click the **Ship To Customer** option. ☑ Ship To Customer
13.	Click the **Sold To Customer** option. ☑ Sold To Customer
14.	Enter the desired information into the **Team Code** field. Enter "**TEAM**".
15.	Select the **Default** option. ☑
16.	Select the **Bill To** option. ☑ Bill To
17.	Select the **Primary** option. ☑ Primary
18.	Select the **Ship To** option. ☑ Ship To
19.	Select the **Primary** option. ☑ Primary
20.	Select the **Sold To** option. ☑ Sold To
21.	Select the **Primary** option. ☑ Primary
22.	Enter the desired information into the **Description** field. Enter "**MAIN**".
23.	Enter the desired information into the **Address 1** field. Enter "**1234 MAIN STREET**".
24.	Enter the desired information into the **City** field. Enter "**BISMARCK**".
25.	Enter the desired information into the **State** field. Enter "**ND**".
26.	Enter the desired information into the **Postal** field. Enter "**58501**".
27.	Click the **Bill To Options** tab. Bill To Options



Step	Action
28.	Enter the desired information into the **Credit Analyst** field. Enter "**CREDIT**".
29.	Enter the desired information into the **Collector** field. Enter "**COLLECT**".
30.	Click the **Look up Bill Inquiry Phone (Alt+5)** button to select a phone number.
31.	Click the **Office of Attorney General** link. Office of Attorney General
32.	Enter the desired information into the **Bill Type** field. Enter "**MSC**". **Note:** Bill Types may vary by agency. This depends on how the billing is being issued. MSC is for miscellaneous billings and IDB is for InterDepartmental Billings.
33.	Click the **Look up Billing Cycle Identifier (Alt+5)** button.

Step	Action
34.	Click the **On Demand** link. **Note:** The On Demand option is used for customers that are randomly billed. The Monthly option is used for customers that are billed on a monthly or scheduled bill cycle. The other Billing Cycle Identifier options are not used at this time. On Demand
35.	Click the **Look up Invoice Form (Alt+5)** button.
36.	Click the **Standard** link. **Note:** The Standard link is the ONLY Invoice Form used. Do not use any other Invoice Form. Standard
37.	Click the **Look up AR Distribution Code (Alt+5)** button.
38.	Click the **Accounts Receivable** link. Accounts Receivable
39.	If the Customer is a state agency and needs to be billed by IDB, you can select InterUnit Customer; however OMB must populate the GL Business Unit roll-up for that agency. We will NOT be using it in this example. **Note:** See also Topic 7.2.1 - Adding an InterUnit Customer.
40.	Click the **Save** button. Save
41.	This topic showed how to Add a New Customer. **End of Procedure.**

ST 7.1.2 - Updating Customer Information

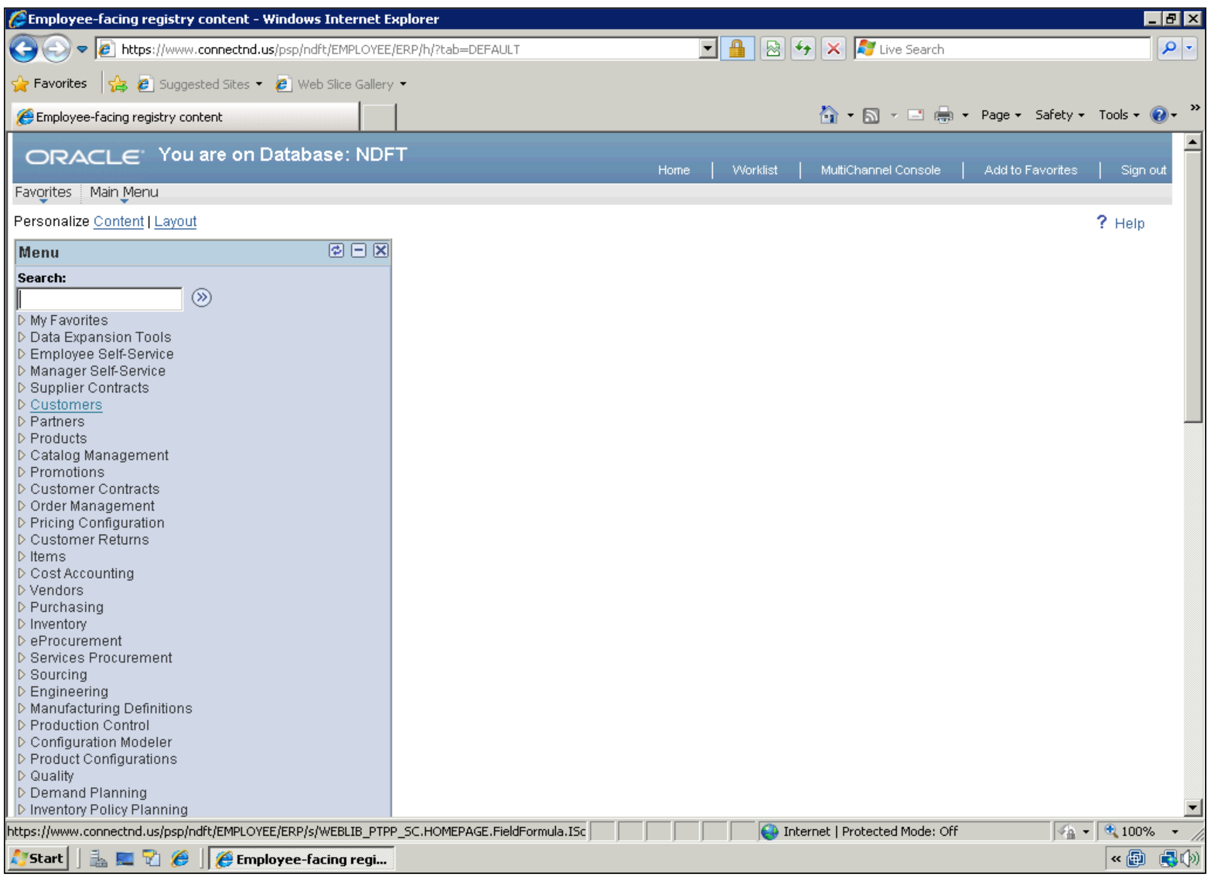
Updating Customer Information

Navigation: Customers > Customer Information > General Information

Customer information can be modified by adding the new information and using effective dates. This is optimal in retaining customer history.

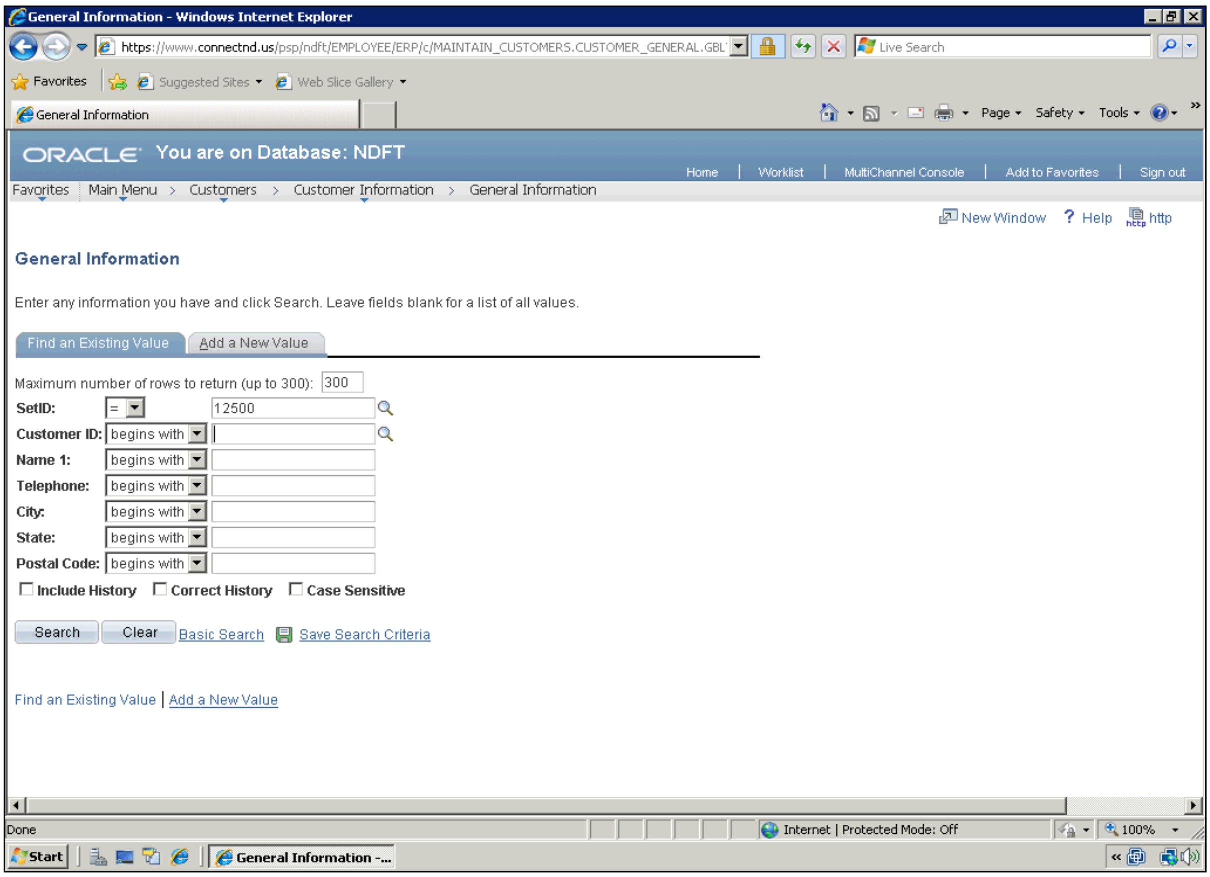
Procedure

This topic shows how to Update Customer Information.



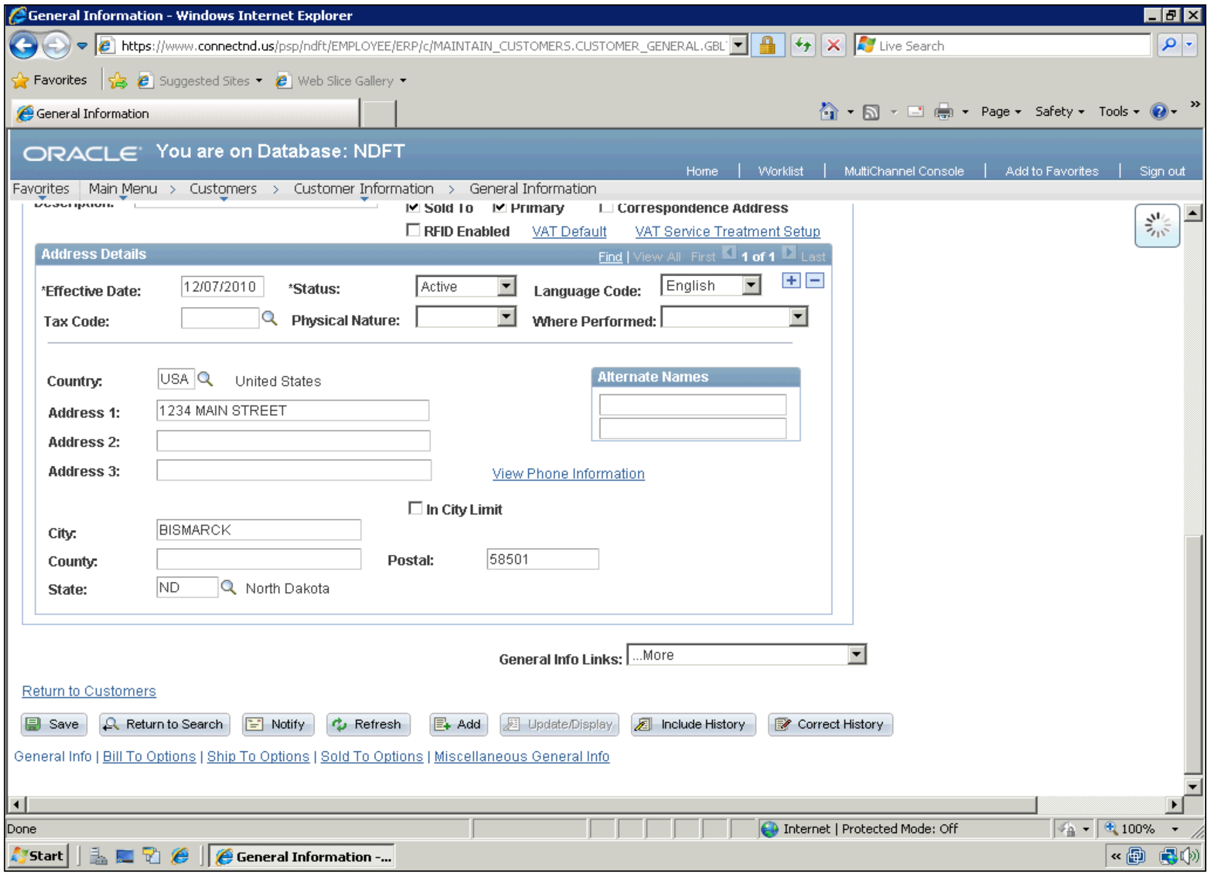
Step	Action
1.	Click the **Customers** link. ▷ Customers

Step	Action
2.	Click the **Customer Information** link. Customer Information
3.	Click the **General Information** link. General Information



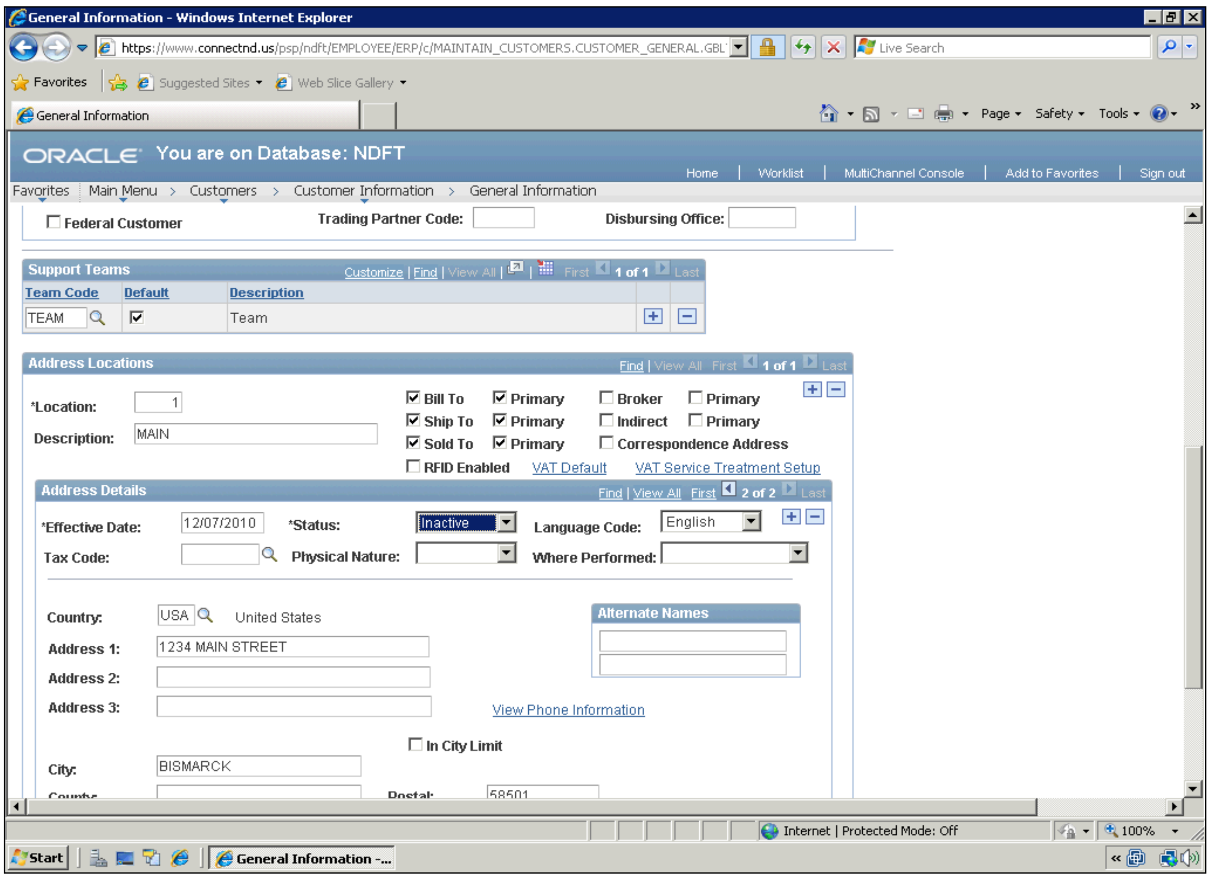
Step	Action
4.	Enter the desired information into the **Customer ID** field. Enter "**test**". **Note:** If you do not know the Customer ID, type in a portion of the ID and click the "Look Up" magnifier, or enter the name in the Name 1: field and click Search.
5.	Click the **Look up Customer ID (Alt+5)** button.
6.	Click the **TEST, JOE** link. TEST, JOE

Step	Action
7.	Click the **Search** button. 

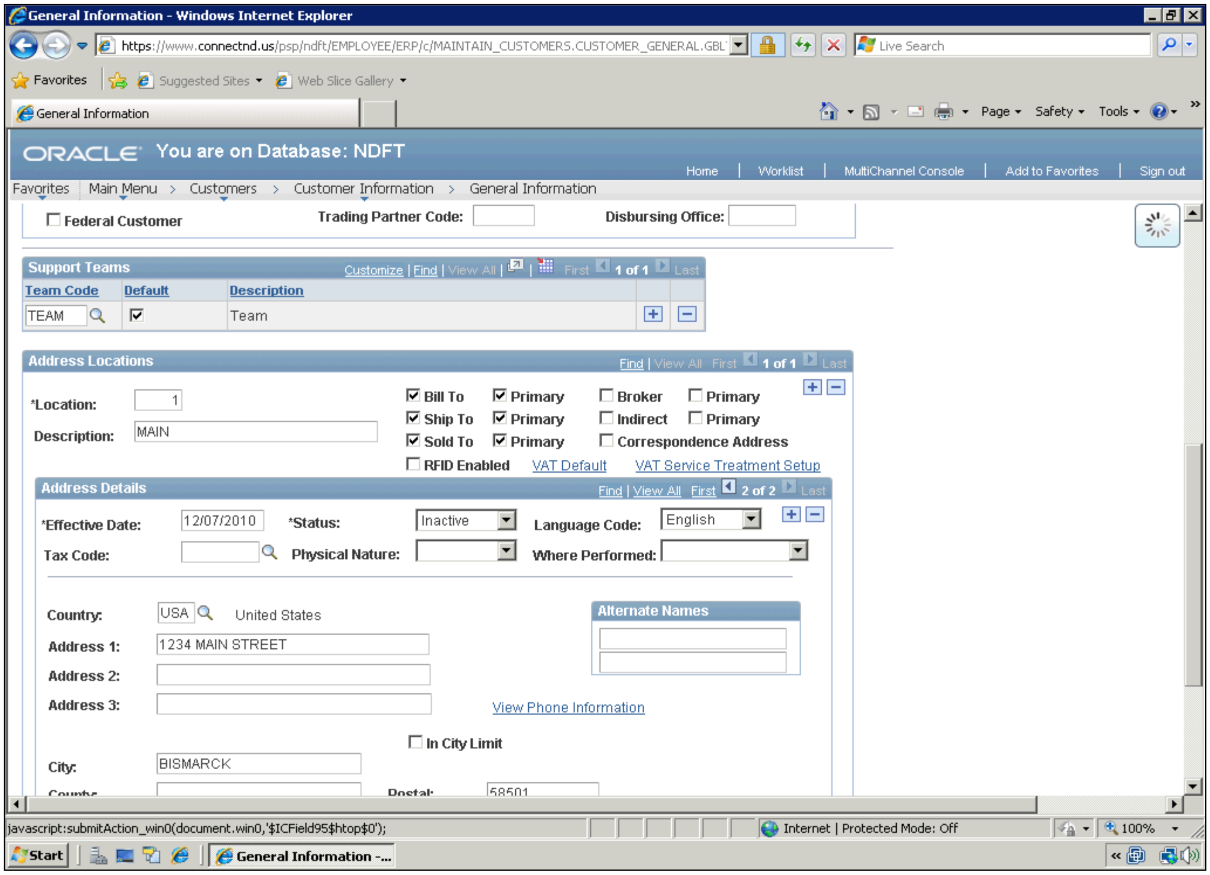


Step	Action
8.	Correct History status must be enabled before any changes can be made to the customer. Click the **Correct History** button. 
9.	Click the **Add a new row at row 1 (Alt+7)** button. **Note:** This is an address change which is made in the Address Details section. Specific customer detail changes must be made in the appropriate sections. 

Step	Action
10.	Click the **Show next row (Alt+.)** button. This will create a new record. The Effective Date will default to the current date. **Note:** There are now 2 records. The new *updated* record becomes record 1. 
11.	Access record 2 (the original record with the older Effective Date). This record must be Inactivated. Click the **Status** list. 



Step	Action
12.	Click the **Inactive** list item. 



Step	Action
13.	Click the **First** link to access the new record. First
14.	Enter new address information.
15.	Click the **Save** button. Save
16.	This topic showed how to Update Customer Information. **End of Procedure.**

ST Lesson 7.2 - Creating InterUnit Customers and Bills

Creating InterUnit Customers and Bills

PeopleSoft Billing allows you to identify different types of customer relationships and billing methods. This section creates and maintains InterUnit customer information for billing.

ST 7.2.1 - Adding an InterUnit Customer

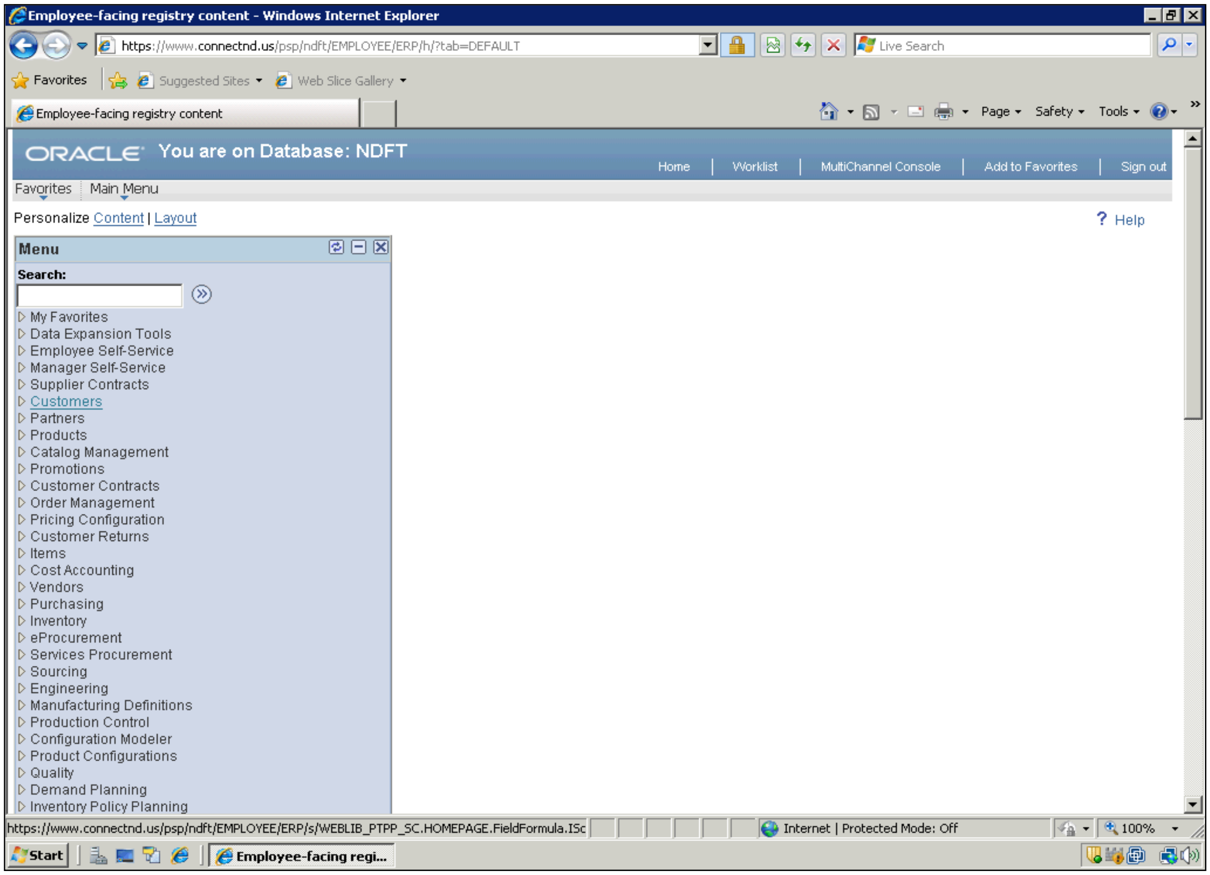
Adding an InterUnit Customer

Navigation: Customers > Customer Information > General Information

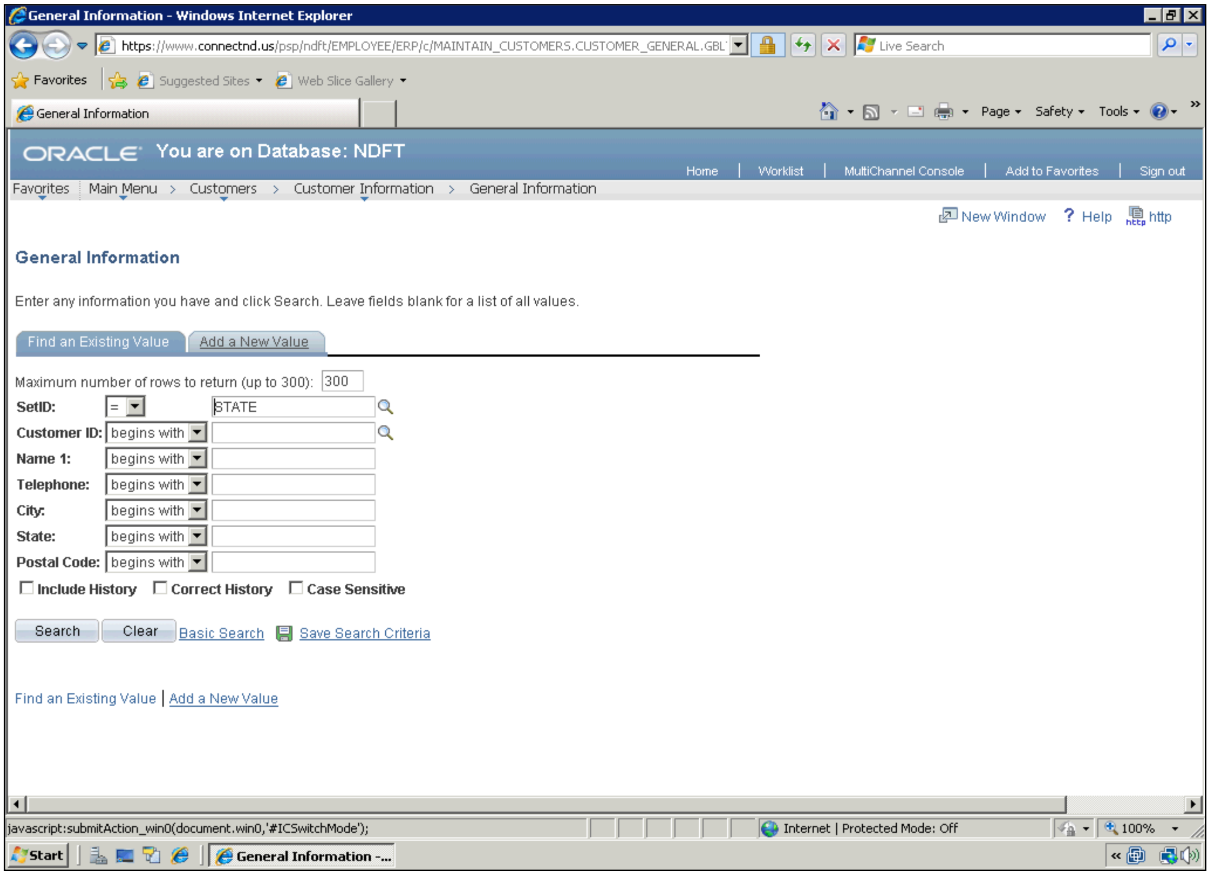
Customers must exist before they can be billed. Adding a New Customer involves creating customer name, address, billing type and contact information. InterUnit Customers can be billed and paid electronically in PeopleSoft.

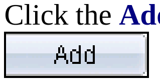
Procedure

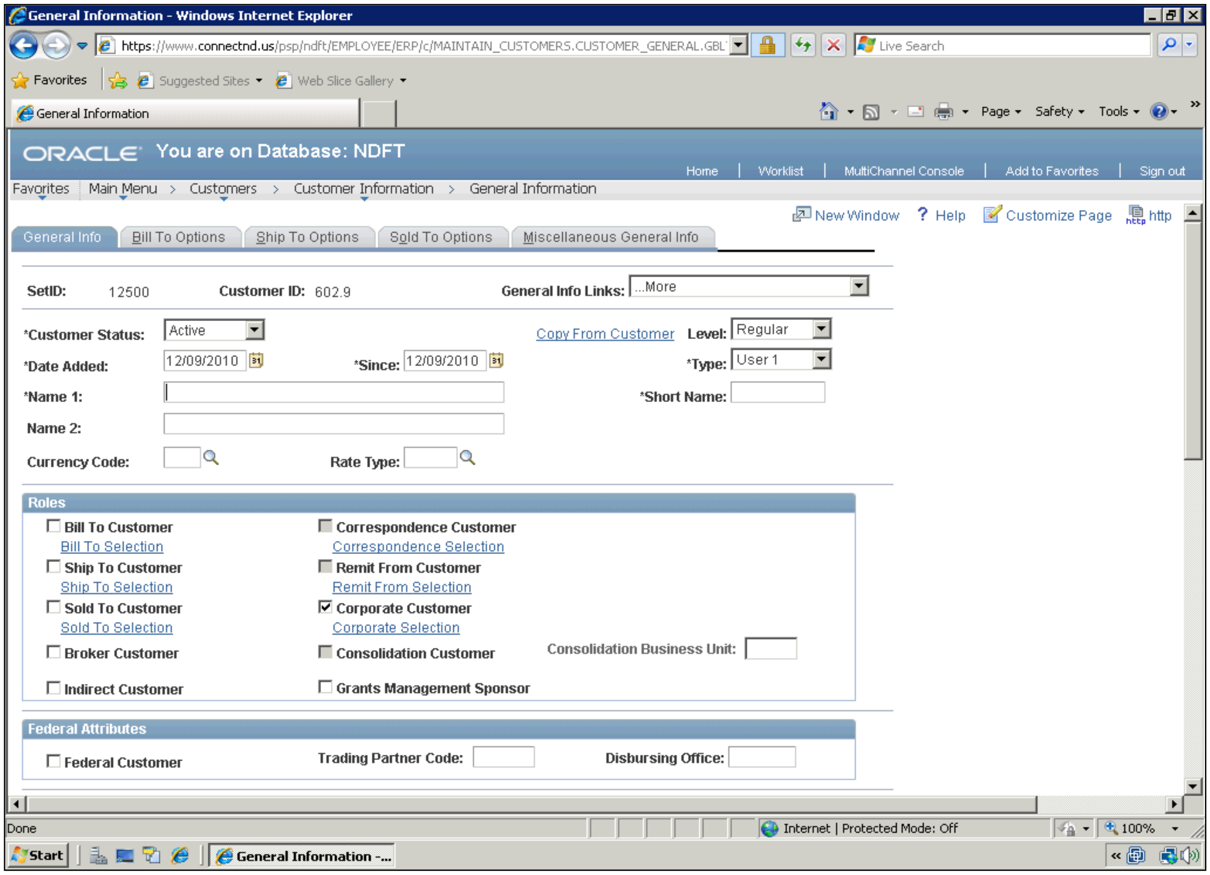
This topic shows how to Add an InterUnit Customer



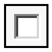
Step	Action
1.	Click the **Customers** link. Customers
2.	Click the **Customer Information** link. Customer Information
3.	Click the **General Information** link. General Information

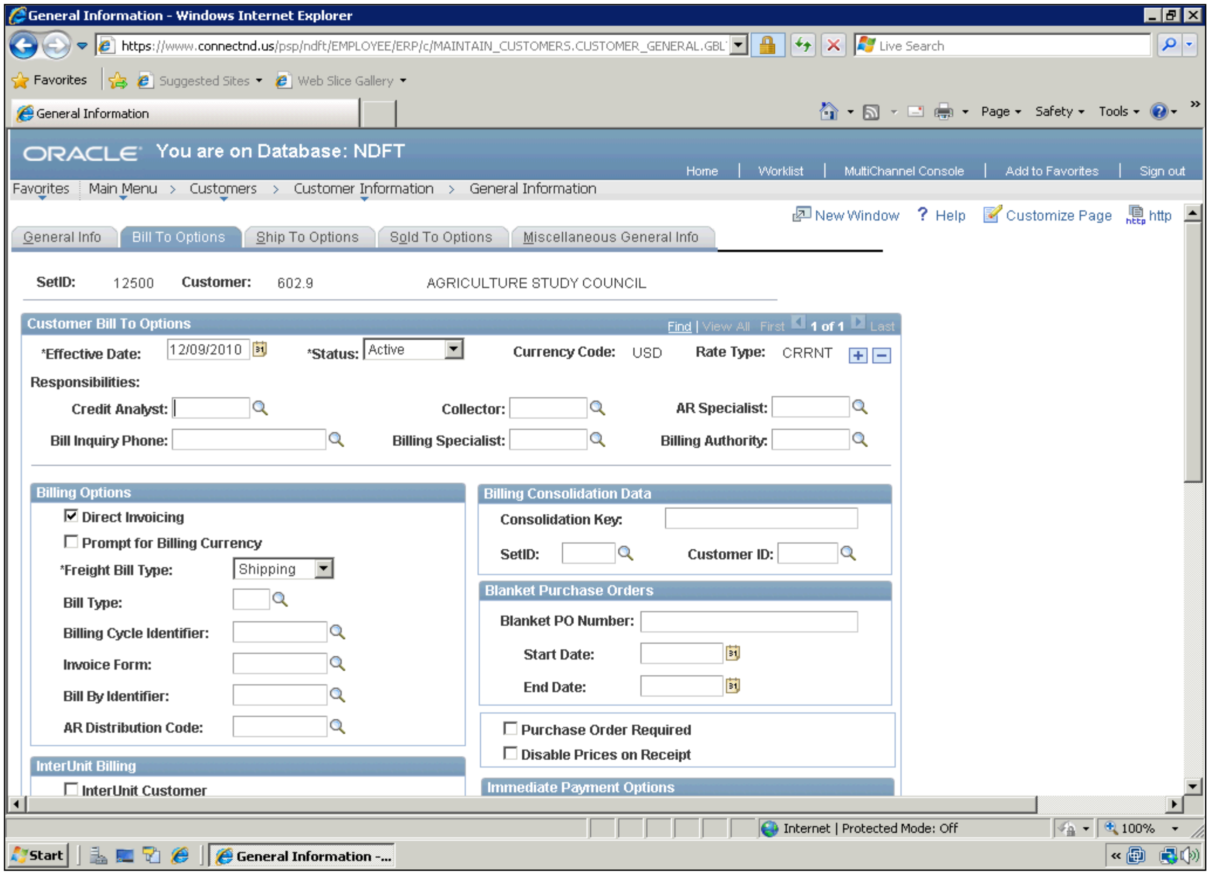


Step	Action
4.	Click the **Add a New Value** tab. 
5.	Enter the desired information into the **Customer ID** field. Enter "**602.9**". **Note:** InterUnit Customers are state agencies that pay through the Accounts Payable module. These Customer ID numbers should coincide with the agency number.
6.	Click the **Add** button. 



Step	Action
7.	Enter the desired information into the **Name 1** field. Enter "**AGRICULTURE STUDY COUNCIL**".
8.	Enter the desired information into the **Currency Code** field. Enter "**USD**".
9.	Enter the desired information into the **Rate Type** field. Enter "**CRRNT**".
10.	Select the **Bill To Customer** option. Once the Bill To Customer is selected, the Correspondence Customer and Remit from Customer will automatically be selected. Bill To Customer
11.	Select the **Ship To Customer** option. Ship To Customer
12.	Select the **Sold To Customer** option. Sold To Customer
13.	Enter the desired information into the **Team Code** field. Enter "**TEAM**".

Step	Action
14.	Select the **Default** option. 
15.	Select the **Bill To** option. 
16.	Select the **Primary** option. 
17.	Select the **Ship To** option. 
18.	Select the **Primary** option. 
19.	Select the **Sold To** option. 
20.	Select the **Primary** option. 
21.	Enter the desired information into the **Description** field. Enter "**MAIN**".
22.	Enter the desired information into the **Address 1** field. Enter "**600 EAST BOULEVARD**".
23.	Enter the desired information into the **City** field. Enter "**BISMARCK**".
24.	Enter the desired information into the **State** field. Enter "**ND**".
25.	Enter the desired information into the **Postal** field. Enter "**58505**".
26.	Click the **Bill To Options** tab. 



Step	Action
27.	Enter the desired information into the **Credit Analyst** field. Enter "**CREDIT**".
28.	Enter the desired information into the **Collector** field. Enter "**COLLECT**".
29.	Click the **Look up Bill Inquiry Phone (Alt+5)** button to select a phone number.
30.	Click the **Office of Attorney General** link. Office of Attorney General
31.	Click the **Look up Bill Type (Alt+5)** button.
32.	Click the **IDB** (InterDepartmental Billing) link. IDB
33.	Click the **Look up Billing Cycle Identifier (Alt+5)** button.

Step	Action
34.	Click the **Monthly** link. **Note:** The On Demand option is used for customers that are randomly billed. The Monthly option is used for customers that are billed on a monthly or scheduled bill cycle. The other Billing Cycle Identifier options are not used at this time. Monthly
35.	Click the **Look up Invoice Form (Alt+5)** button.
36.	Click the **Standard** link. **Note:** The Standard link is the ONLY Invoice Form used. Do not use any other Invoice Form. Standard
37.	Click the **Look up AR Distribution Code (Alt+5)** button.
38.	Click the **AR** link. AR
39.	Contact OMB to select InterUnit Customer and identify GL Business Unit roll up.
40.	The InterUnit Billing section identifies the Customer to be billed by IDB.
41.	Click the **Save** button. Save
42.	This topic showed how to Add an InterUnit Customer. **End of Procedure.**

ST 7.2.2 - Creating an InterUnit Bill

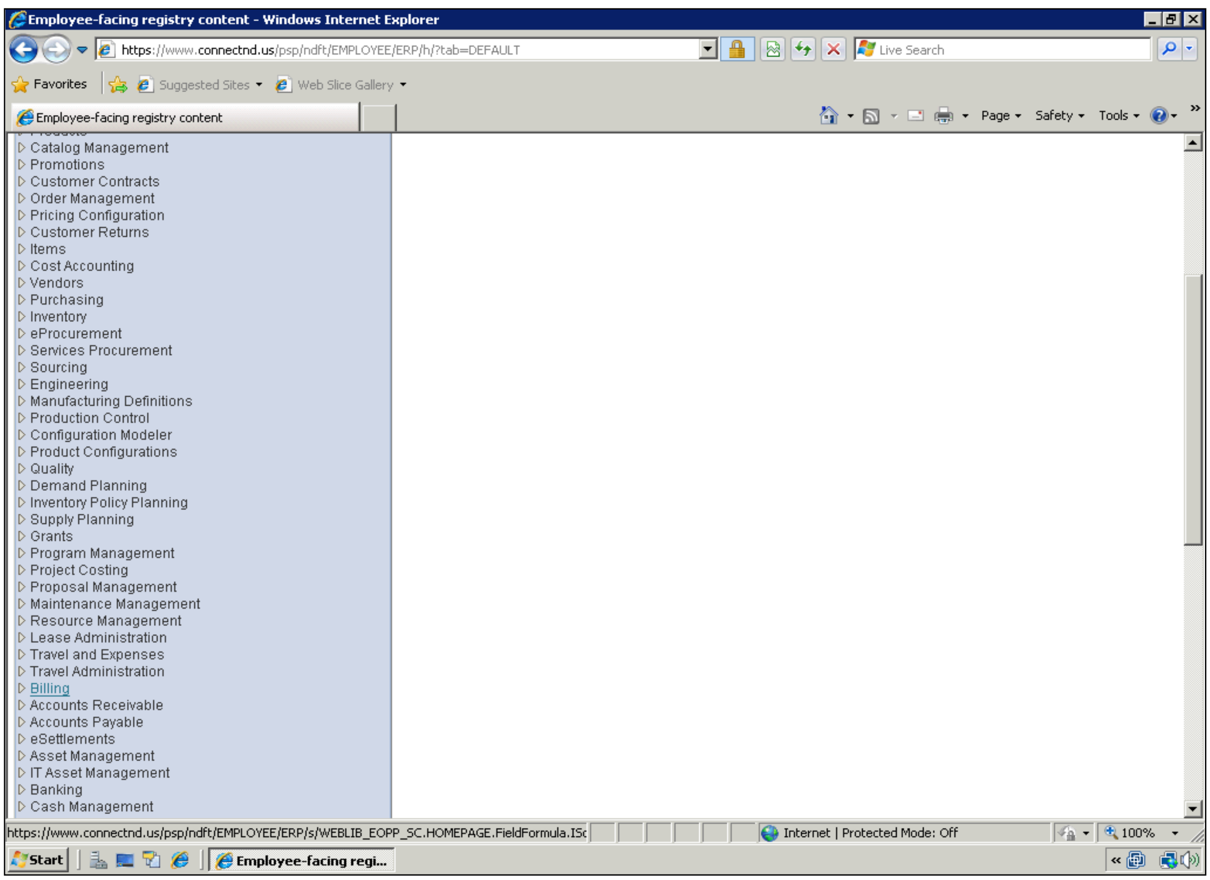
Creating an InterUnit Bill

Navigation: Billing > Maintain Bills > Standard Billing

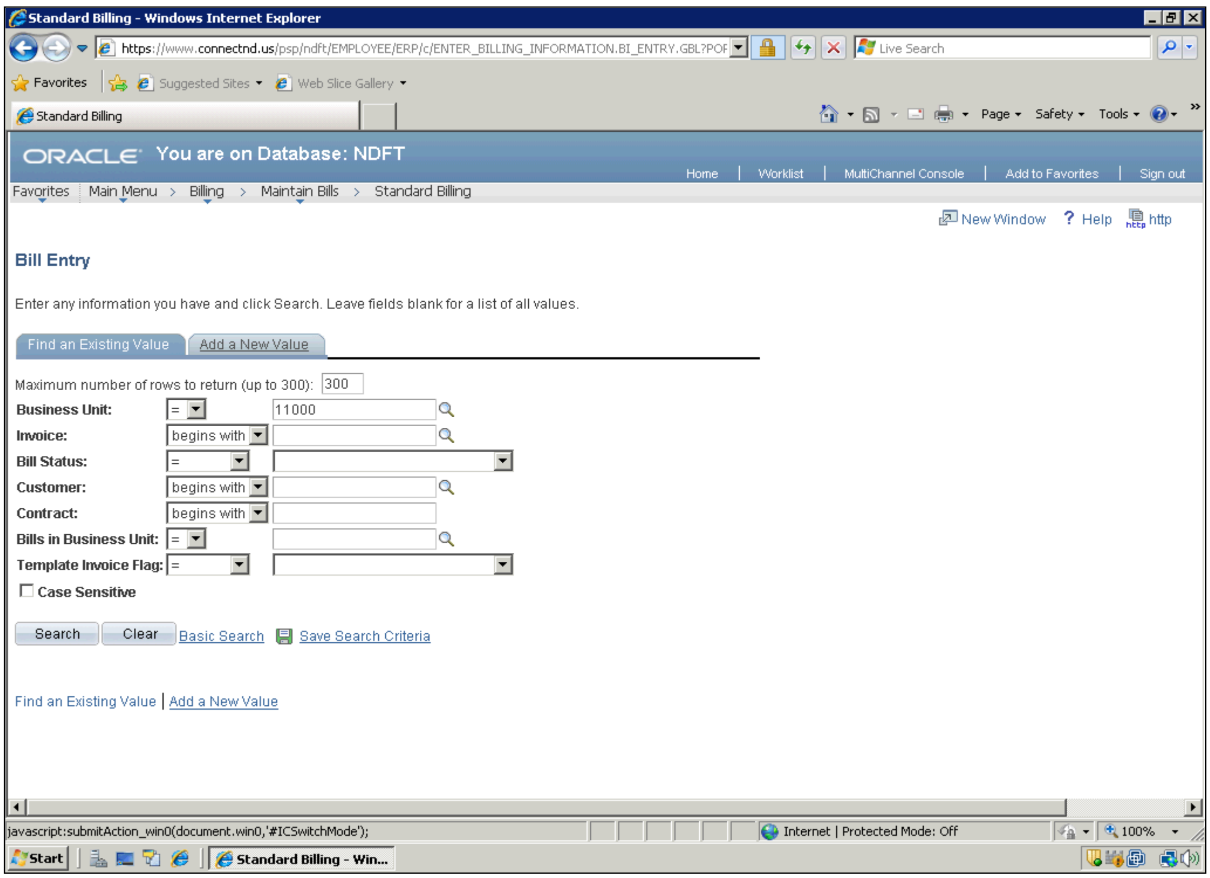
Creating an InterUnit billing transaction is the process of a General Ledger business unit billing another General Ledger business unit for products or services provided.

Procedure

This topic shows how to Create an InterUnit Bill.

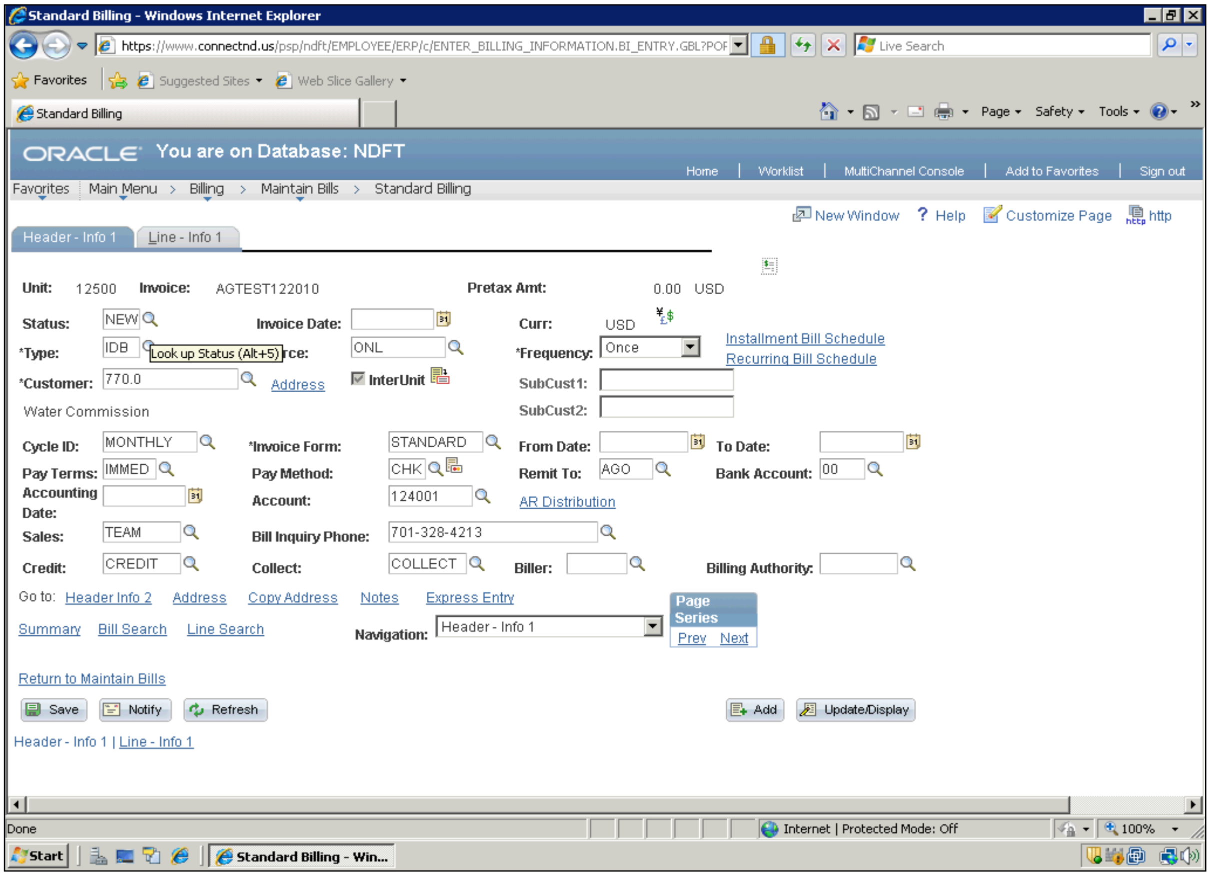


Step	Action
1.	Click the **Billing** link. ▷ Billing
2.	Click the **Maintain Bills** link. Maintain Bills
3.	Click the **Standard Billing** link. Standard Billing

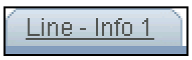


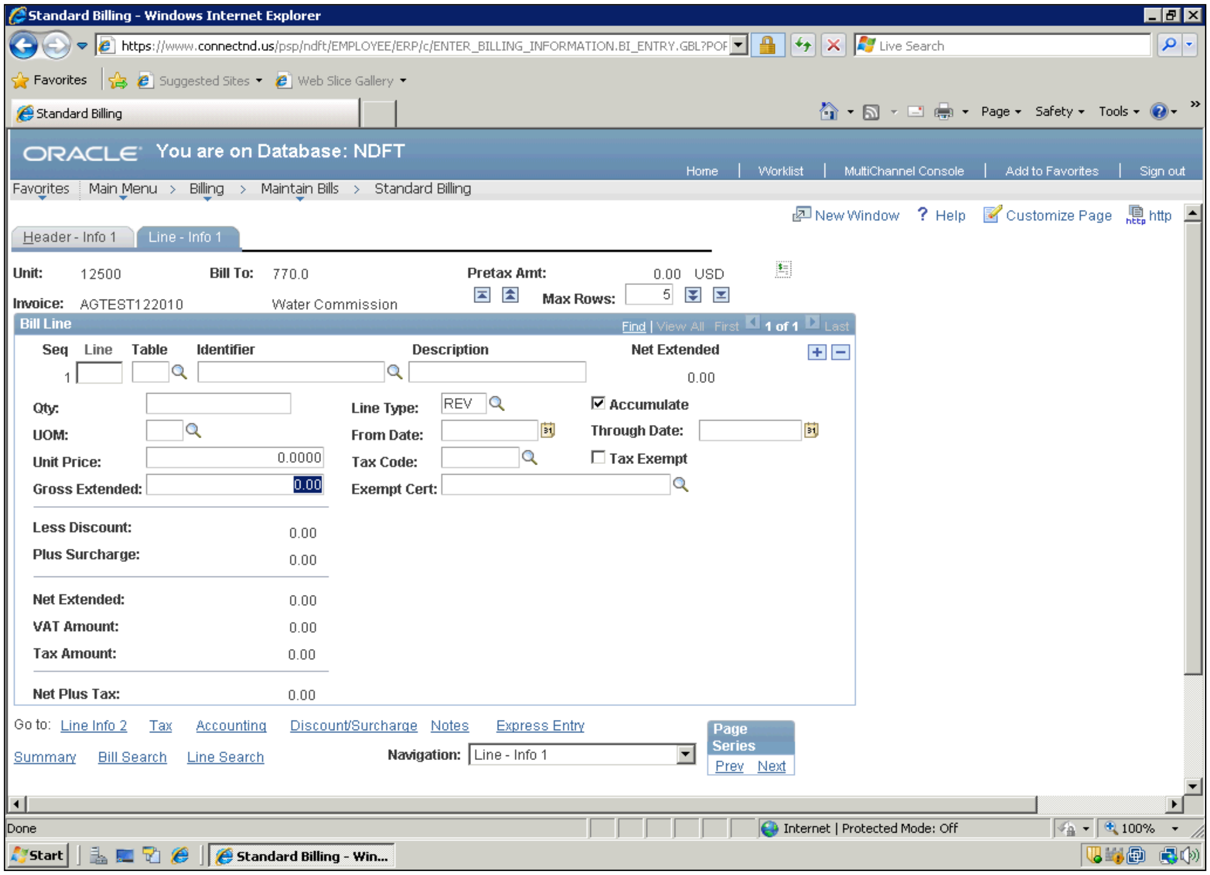
Step	Action
4.	Click the **Add a New Value** tab. Add a New Value

Step	Action
5.	Enter the desired information into the **Invoice** field. Enter "**AGTEST122010**". **Note:** The Invoice number may not be available to change. This depends on the initial invoice set up. If NEXT cannot be changed, the Invoice number will automatically populate when the bill is saved.
6.	Click the **Look up Bill Type Identifier (Alt+5)** button.
7.	Click the **IDB** (InterDepartmental Billing) link. IDB
8.	Click the **Look up Bill Source (Alt+5)** button.
9.	Click the **Online** link. Online
10.	Click the **Add** button. Add
11.	Status will be **NEW** (New); however this can be changed to **RDY** (Ready to Invoice) right away. If the status is left as **NEW**, the Bill Status Change will have to be ran (ST 7.5.1 - Bill Status Change). **Note:** The **NEW** status allows the billing to be changed and will not be picked up in the Single Action Process (ST 7.5.3 - Running/Printing Single Action Invoices).

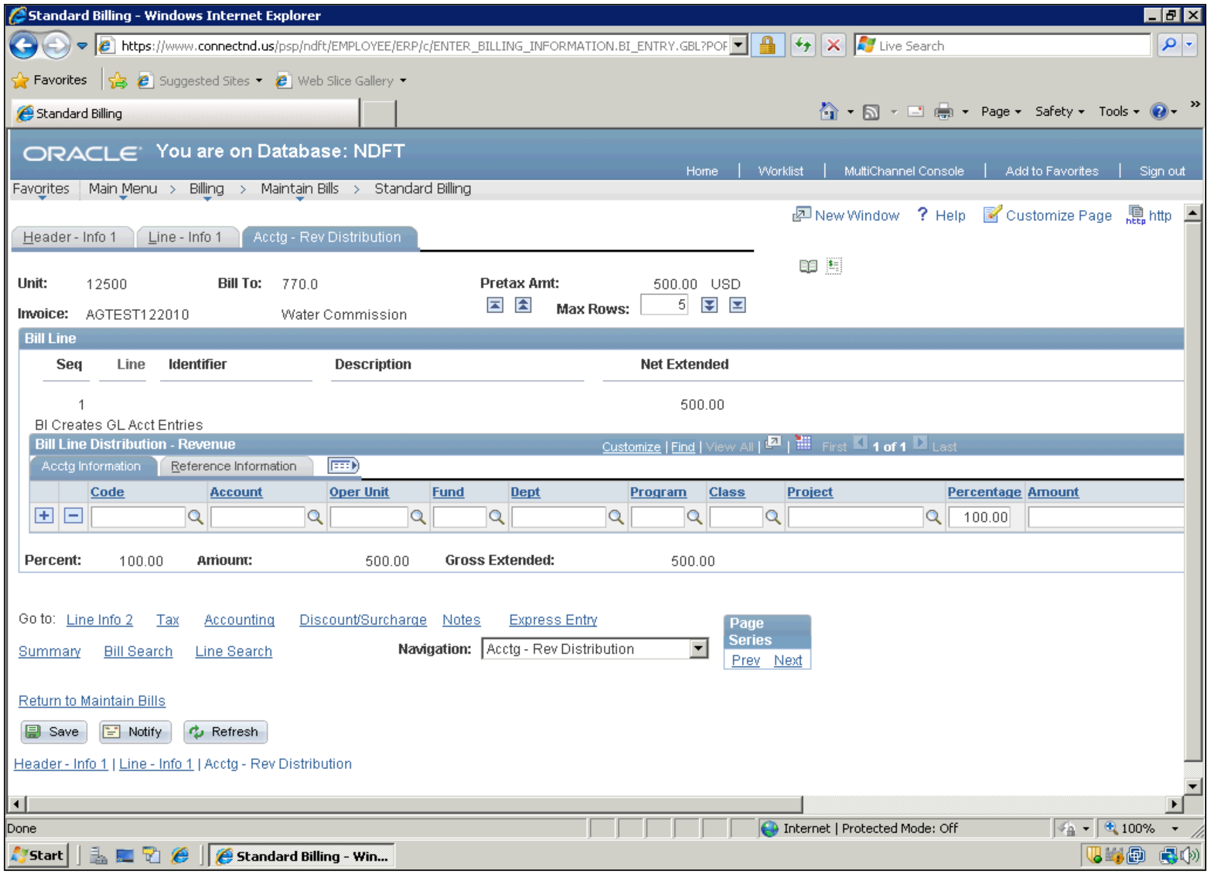


Step	Action
12.	Click the **Look up Status (Alt+5)** button.
13.	Click the **Ready to Invoice** link. Ready to Invoice
14.	Click the **Choose a date (Alt+5)** button.
15.	Click the **9** link. 9
16.	The billing can be applied back to an open accounting period. <u>The apply back date must be stated in the Accounting field.</u> The Invoice Date field will not apply back the transaction. **Note:** If the billing is applied back to a closed accounting period, the invoice will transfer to error status and a billing will not be created.

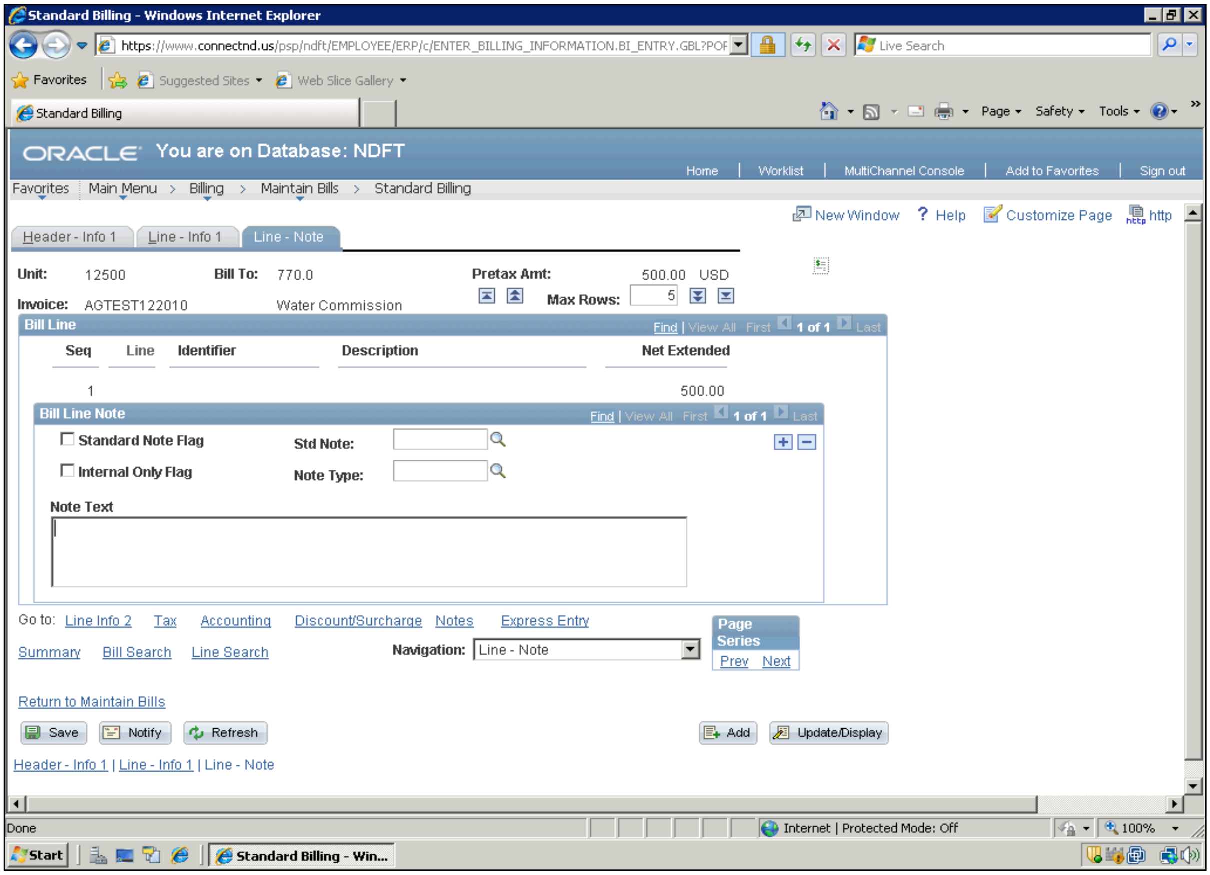
Step	Action
17.	Click the **Choose a date (Alt+5)** button. 
18.	Click the **Previous Month** button. 
19.	Click the **30** link. 
20.	The Invoice Date and Accounting Date can differ. The Invoice Date is the date the invoice was created. The Accounting date is the date the Accounts Receivable/Revenue was established.
21.	Click the **Save** button. 
22.	Click the **Line - Info 1** tab. 
23.	Line, Table, Identifier, Description and Unit Price fields can be utilized if values are established in the set up process. The purpose of this feature is to identify, calculate and total items.



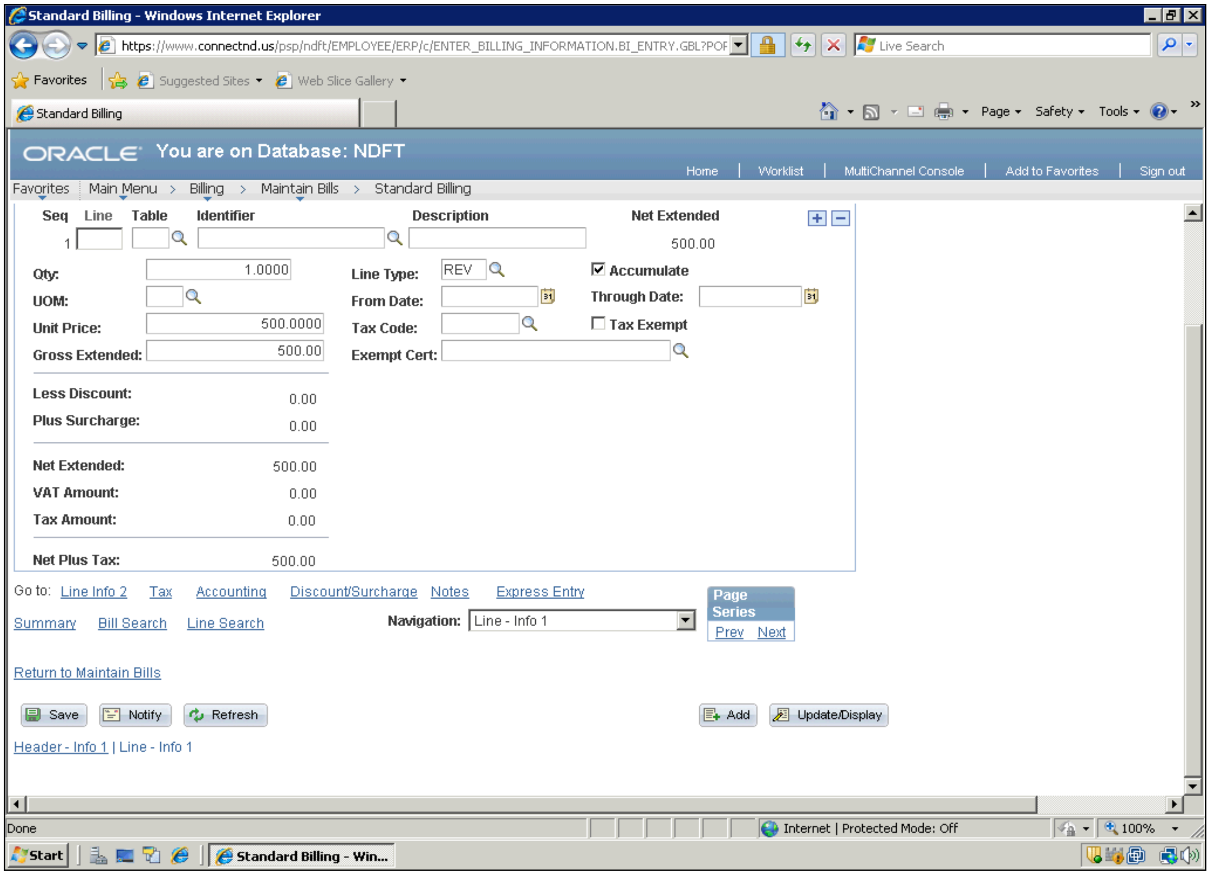
Step	Action
24.	Enter the desired information into the **Gross Extended** field. Enter "**500.00**".
25.	Additional Bill Lines can be added by clicking on the plus (+) button.
26.	Click the **Accounting** link. Accounting



Step	Action
27.	Revenue Distribution Codes are established in the initial Billing/Accounts Receivable set up. The accounting chartfields are mapped to a specific code to provide a data entry short-cut. Click the **Look up Code (Alt+5)** button.
28.	Click the **Legal Services** link. Legal Services
29.	Multiple bill distribution lines can be used, however, the Percentage of ALL lines must be equal to 100.
30.	Click the **Notes** link. Notes



Step	Action
31.	Enter the desired information into the **Note Text** field. Enter "**LEGAL FEES FOR WATER STUDY**".
32.	Click the **Line - Info 1** tab. 



Step	Action
33.	Click the **Save** button. 
34.	This topic showed how to Create an InterUnit Bill. **End of Procedure.**

ST 7.2.3 - Maintaining an InterUnit Bill

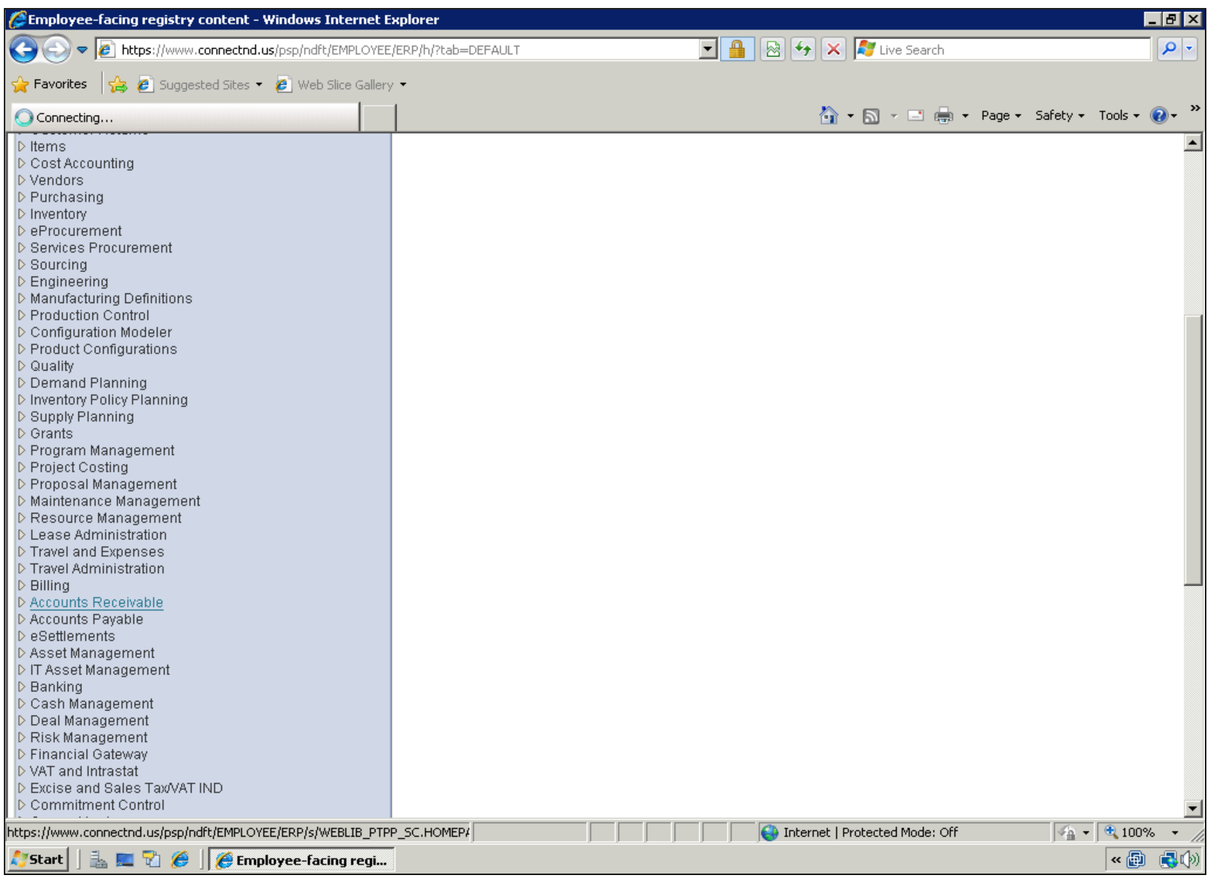
Maintaining an InterUnit Bill

Navigation: <u>Accounts Receivable > Customer Accounts > Customer Information > Account Overview</u>

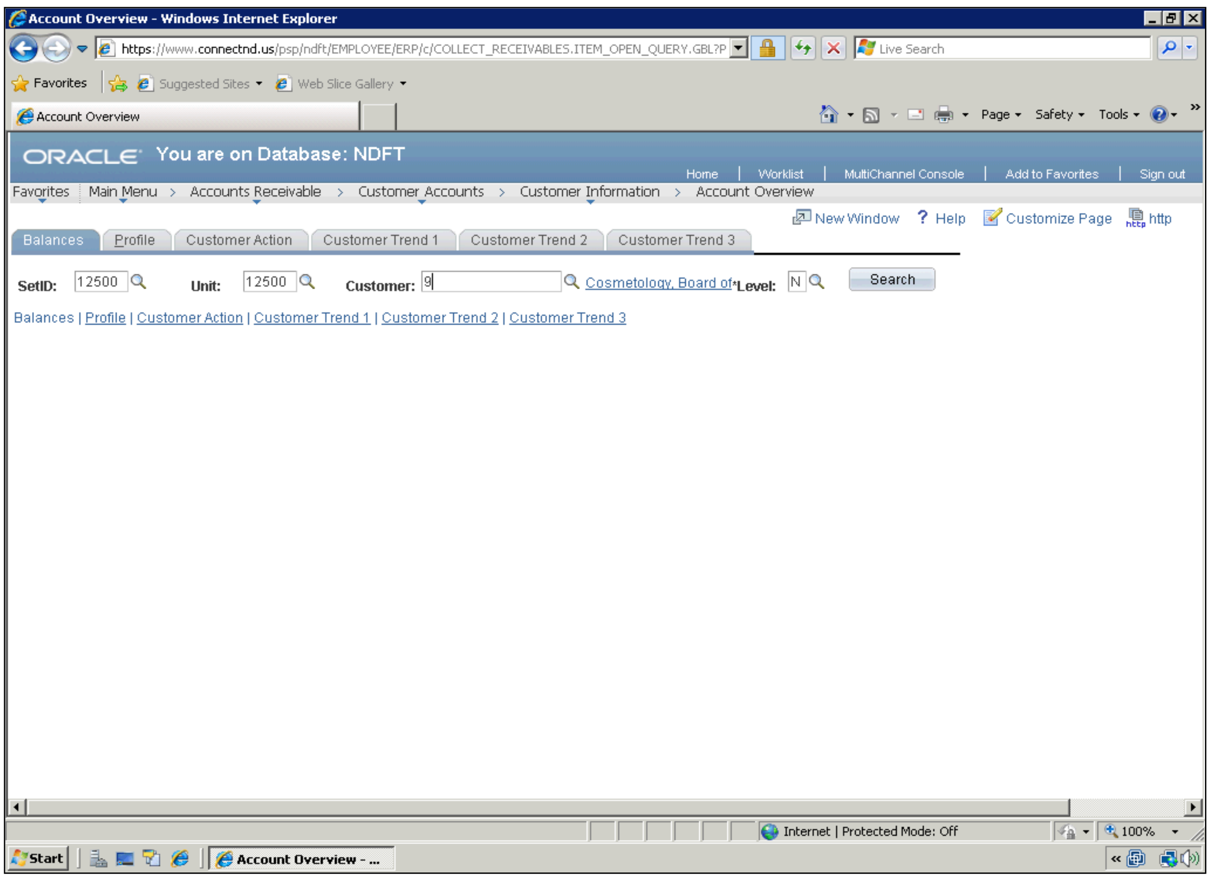
Maintaining customer account activity is important with InterUnit Bills because the billed agency has the capability to under/overpay an invoice. The account can be monitored so the appropriate adjustments can be made, if necessary.

Procedure

This topic shows how to Maintain an InterUnit Bill by monitoring the account balance activity.



Step	Action
1.	Click the **Accounts Receivable** link. Accounts Receivable
2.	Click the **Customer Accounts** link. Customer Accounts
3.	Click the **Customer Information** link. Customer Information
4.	Click the **Account Overview** link. Account Overview



Step	Action
5.	Enter the Customer ID in the Customer field. If you do not know the ID, click on the magnifying glass for a selection of customers. Enter the desired information into the **Customer** field. Enter "**908.0**".

Step	Action
6.	Click the **Search** button. Search
7.	The Account Overview will display billing and payment history, current and aging balance and detail links for additional information.
8.	This topic showed how to Maintain an InterUnit Bill by accessing the Account Overview. **End of Procedure.**

ST Lesson 7.3 - Creating Bills Online

Entering Bills Online

You can enter bills into PeopleSoft by using two methods: Online Bill entry or Billing Interface.

Online Bill entry is the manual method of entering bill header and line information into the system. Bill headers contain the information that applies to the whole invoice and bill line information applies to the specific items that are being billed.

Billing Interface is discussed in Lesson 7.4.

ST 7.3.1 - Creating an Online Bill

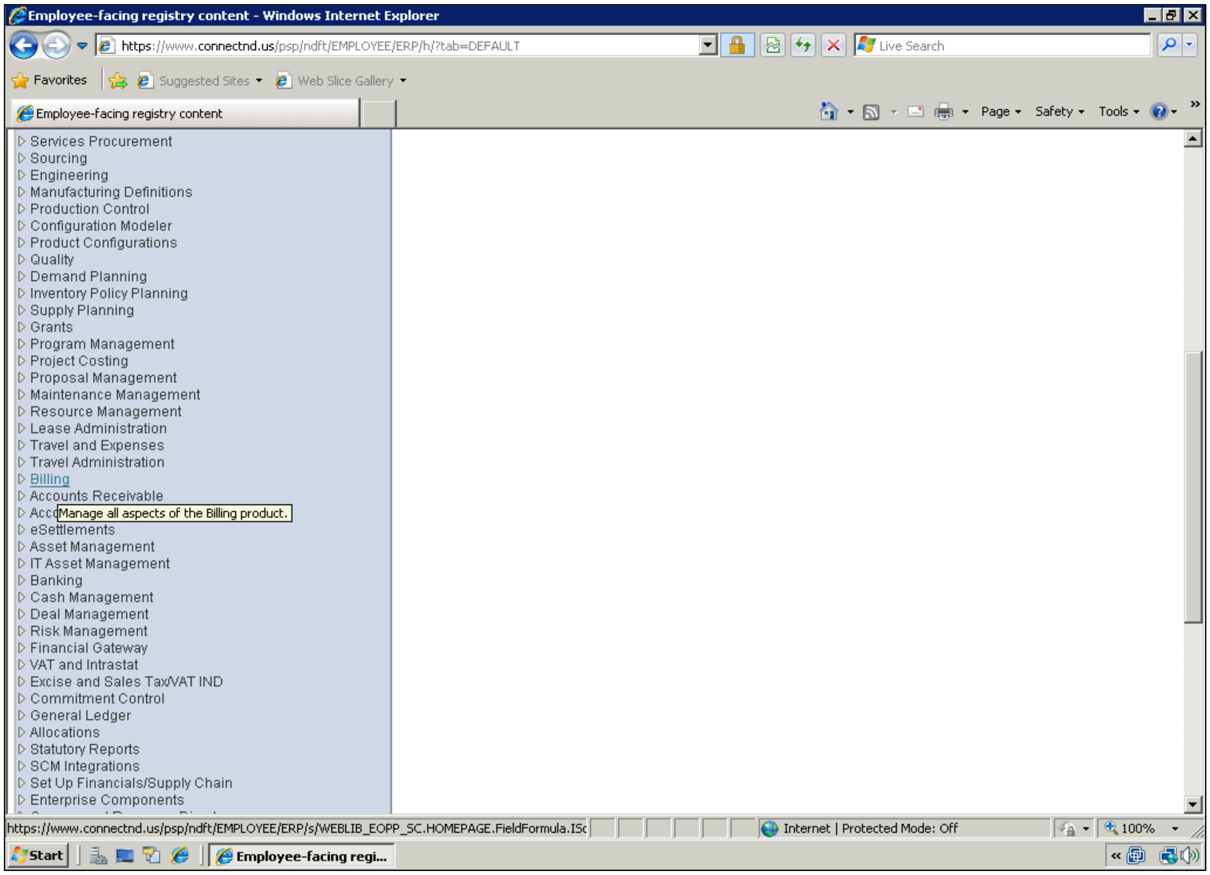
Creating an Online Bill

Navigation: Billing > Maintain Bills > Standard Billings

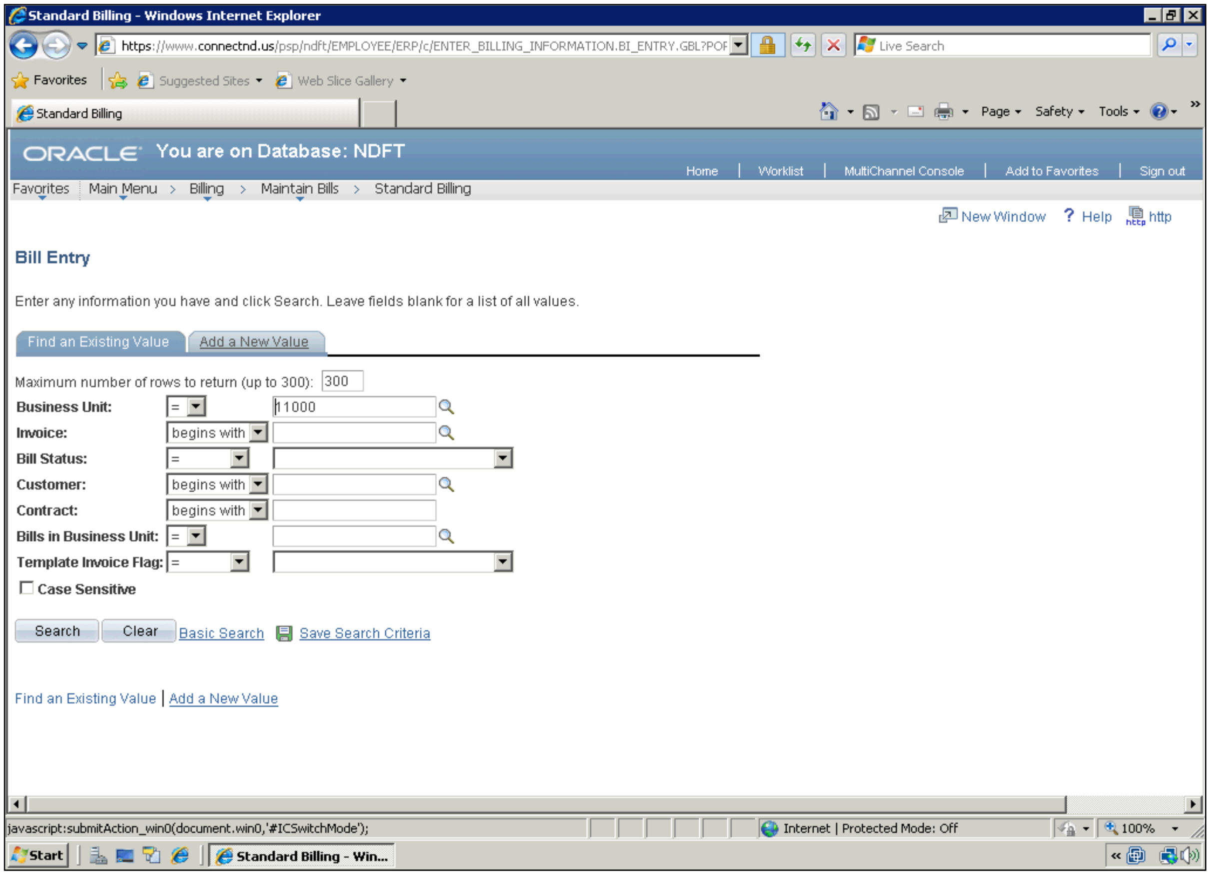
Creating online bills requires an established customer and appropriate chartfield values. Online bill entry enables you to enter bills directly into the system, bypassing the Billing Interface. The standard online billing method is practical for miscellaneous billing activity and for agencies that do not have a tracking feeder subsystem.

Procedure

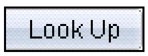
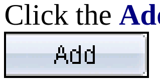
This topic shows how to Create an Online Bill.

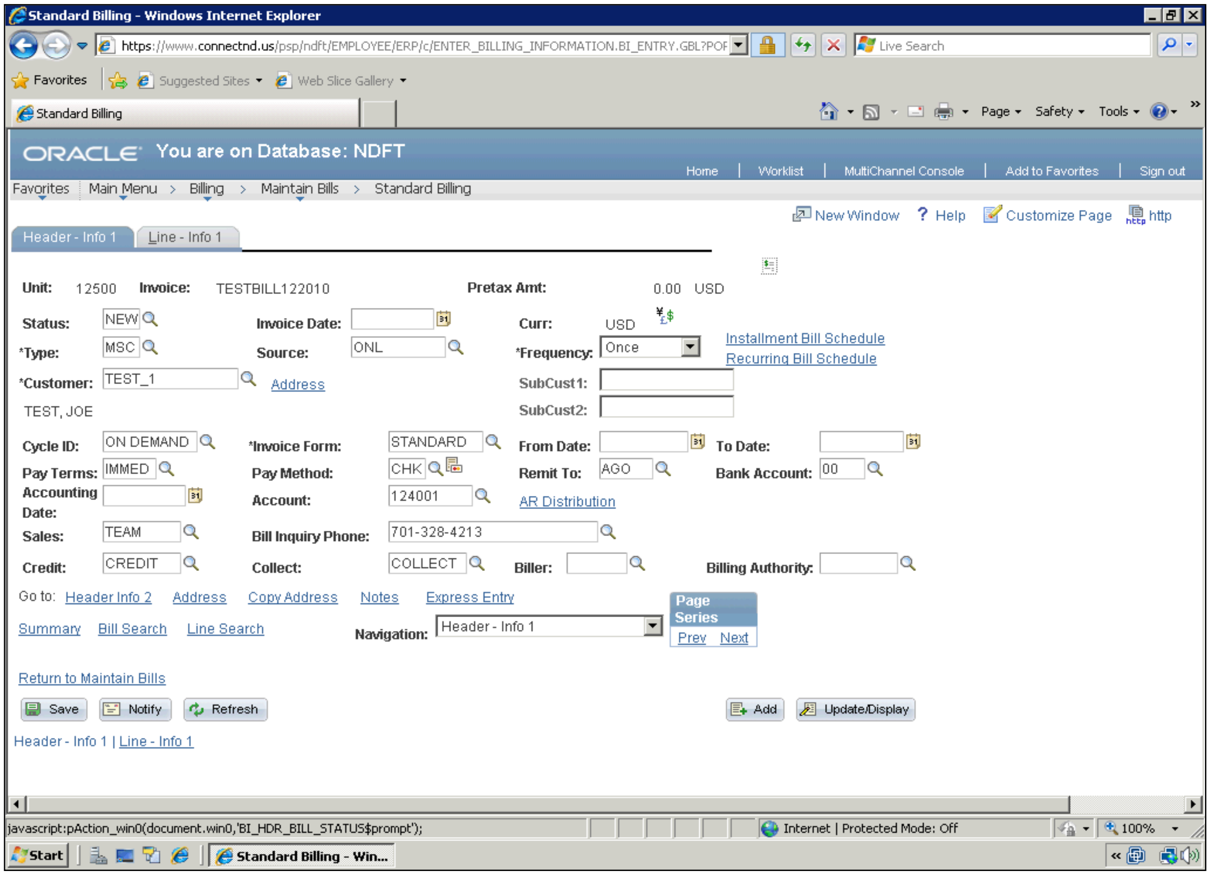


Step	Action
1.	Click the **Billing** link. Billing
2.	Click the **Maintain Bills** link. Maintain Bills
3.	Click the **Standard Billing** link. Standard Billing



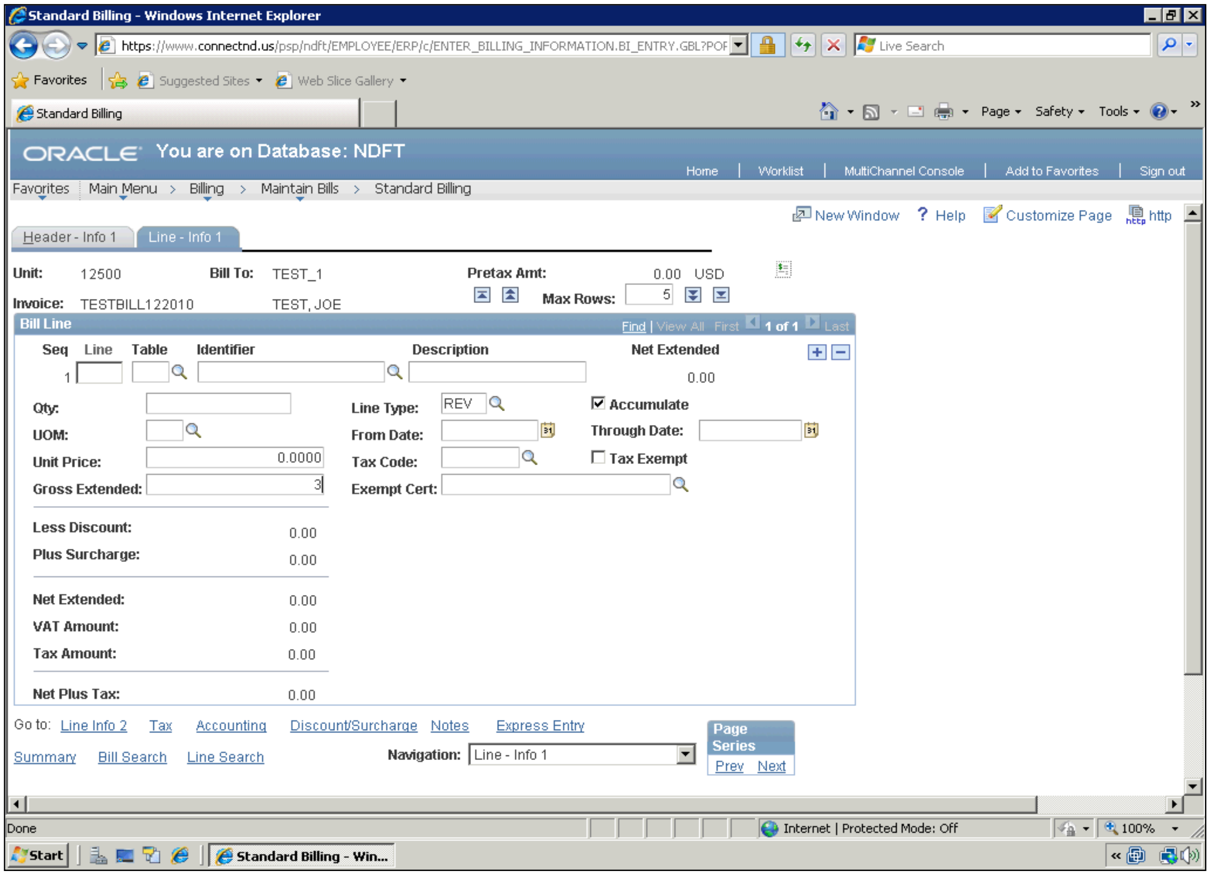
Step	Action
4.	Click the **Add a New Value** tab. Add a New Value
5.	If your agency was set up for invoice auto numbering, this field will populate with **NEXT**. Some agencies may be able to override this ID and enter a unique Customer ID number. This feature was established during the initial set up. Enter the desired information into the **Invoice** field. Enter "**TESTBILL122010**".
6.	Click the **Look up Bill Type Identifier (Alt+5)** button.
7.	Click the **Misc** link. Misc
8.	Click the **Look up Bill Source (Alt+5)** button.

Step	Action
9.	Click the **Online** link. **Note:** External Billing is used for the Billing Interface function (ST Lesson 7.4 - Billing Interface). 
10.	You can Search for the Customer number/ID if you do not know it. Click the **Look up Customer (Alt+5)** button. 
11.	The Look Up Customer page displays customers for your business unit. This will only display up to 300 records. If your agency has more than 300, you will need to refine the search by entering customer information in the Customer ID field. Enter the desired information into the **Customer ID** field. Enter "**TEST**".
12.	Click the **Look Up** button. 
13.	The Look Up search results should display the customer. Click the **BISMARCK** link. 
14.	Click the **Add** button. 

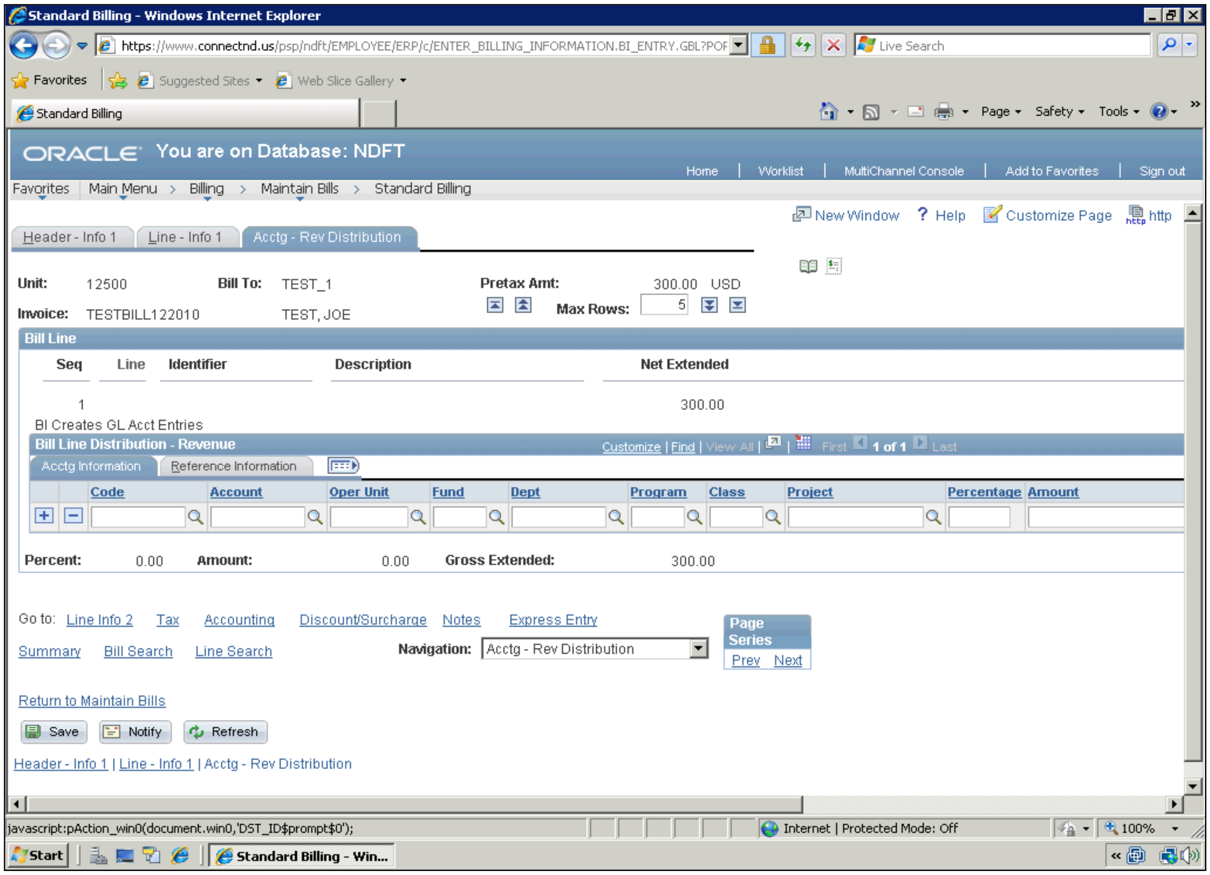


Step	Action
15.	Status can be left as **NEW** or changed to **RDY** (Ready to Invoice). **Note:** If left as **New**, the Bill Status Change (ST 7.5.1) will need to be ran after the bill(s) are saved and before Generating Invoices/Single Action Invoice (ST 7.5.3). Click the **Look up Status (Alt+5)** button. 
16.	Click the **Ready to Invoice** link. Ready to Invoice
17.	Select a date by clicking on the calendar icon, or type it in the Invoice Date field. Click the **Choose a date (Alt+5)** button. 
18.	Click the **Current Date** link. Current Date

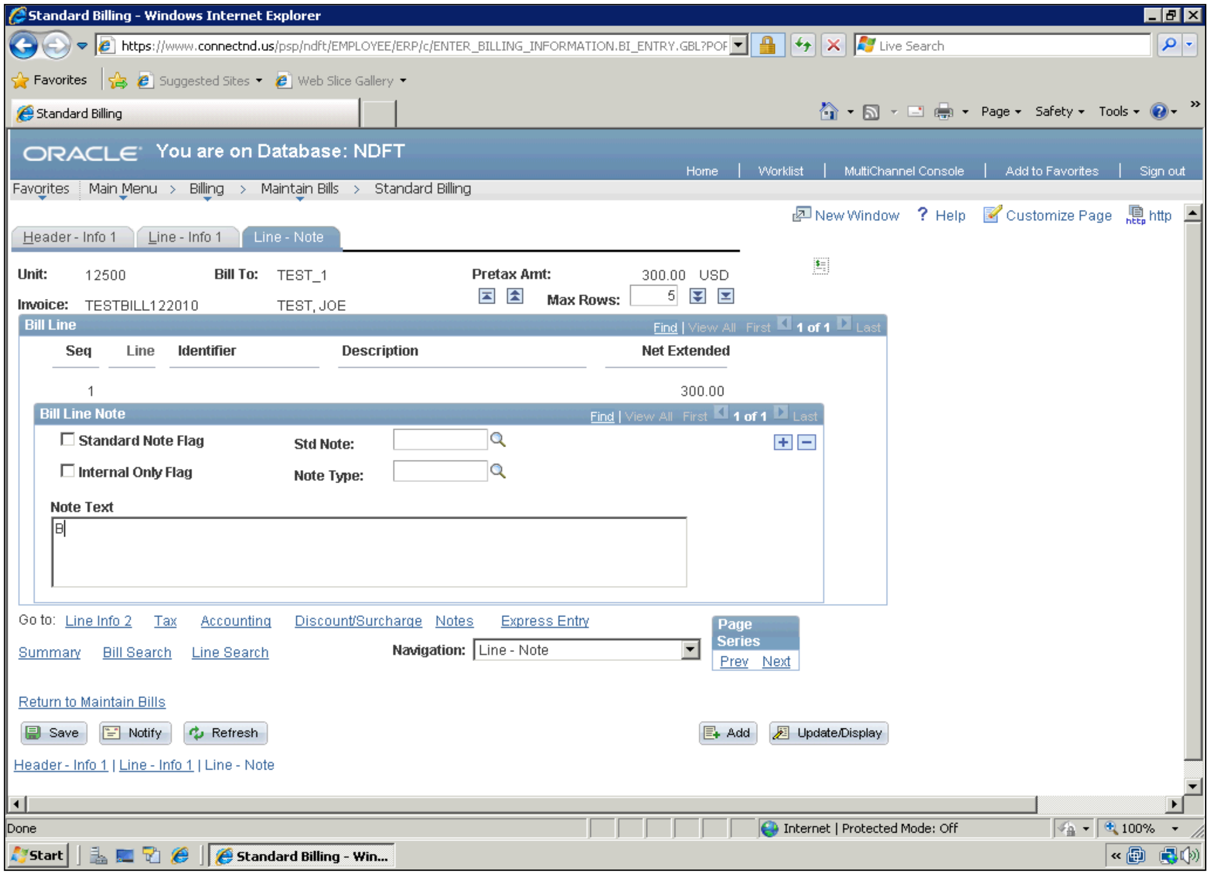
Step	Action
19.	The billing can be applied back to an open accounting period. <u>The apply back date must be stated in the Accounting field.</u> The Invoice Date field will not apply back the transaction. **Note:** If the billing is applied back to a closed accounting period, the invoice will transfer to error status and a billing will not be created.
20.	Click the **Choose a date (Alt+5)** button. 
21.	Click the **Previous Month** button. 
22.	The Accounting field will be the only place to apply back the invoice.
23.	Click the **Line - Info 1** tab. 
24.	Line, Table, Identifier, Description and Unit Price fields can be utilized if values are established in the set up process. The purpose of this feature is to identify, calculate and total items.



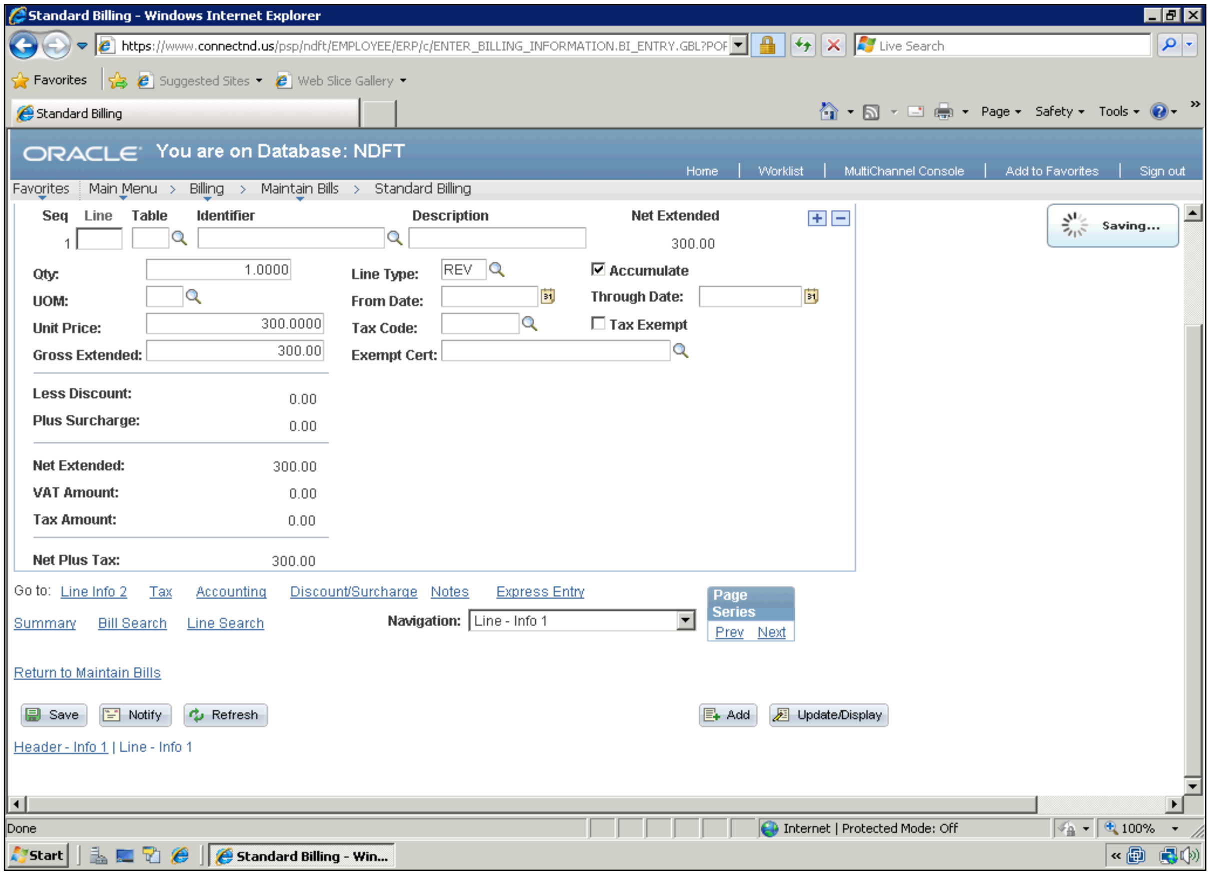
Step	Action
25.	Enter the desired information into the **Gross Extended** field. Enter "**300.00**".
26.	Additional Bill Lines can be added by clicking on the plus (+) button.
27.	Click the **Accounting** link. Accounting



Step	Action
28.	Revenue Distribution Codes are established in the initial Billing/Accounts Receivable set up. The accounting chartfields are mapped to a specific code to provide a data entry short-cut. Click the **Look up Code (Alt+5)** button.
29.	Click the **Legal Services** link. Legal Services
30.	Multiple bill distribution lines can be used, however, the Percentage of ALL lines must be equal to 100.
31.	Click the **Notes** link. Notes



Step	Action
32.	This field is optional and will provide billing information on the invoice. Enter the desired information into the **Note Text** field. Enter "**BILLING FOR DECEMBER 2010**".
33.	Click the **Line - Info 1** tab. Line - Info 1



Step	Action
34.	Click the **Save** button. Save
35.	This topic showed how to Create an Online Bill. **End of Procedure.**

ST 7.3.2 - Copying an Online Bill

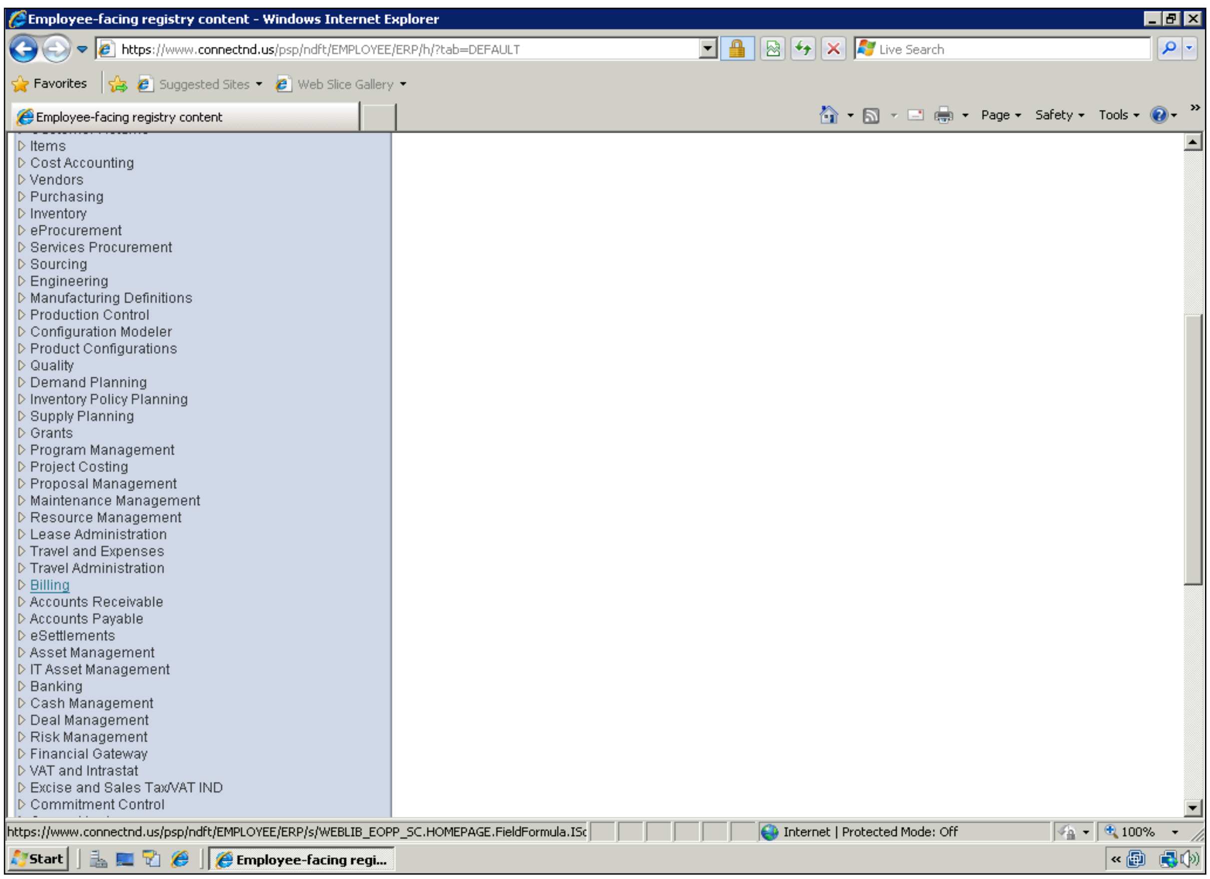
Copying an Online Bill

Navigation: Billing > Maintain Bills > Copy Single Bill

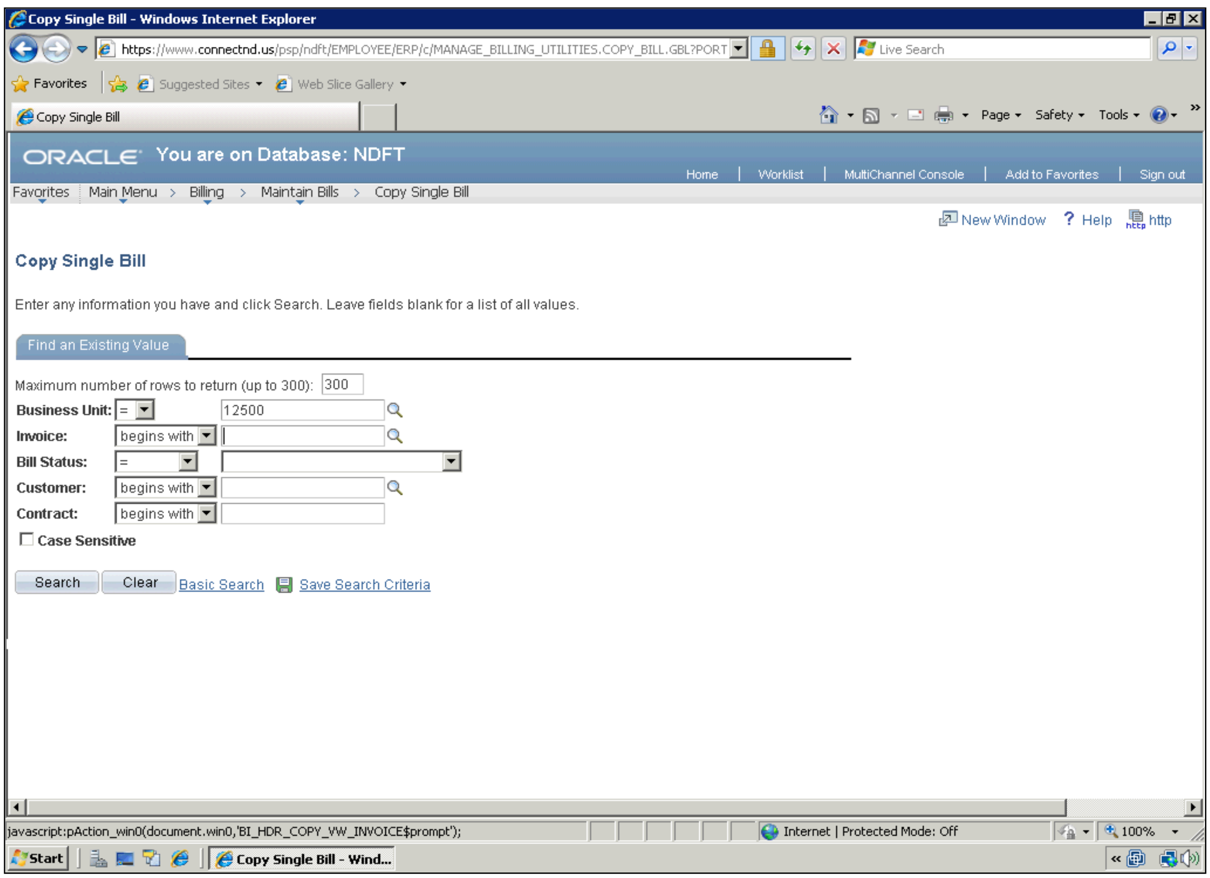
Copying bills can save data entry time and minimize the potential for errors. This is beneficial when you need to enter a bill that is very similar to an existing bill. Once the bill is copied, the data may be changed, if necessary.

Procedure

This topic shows how to Copy an Online Bill.

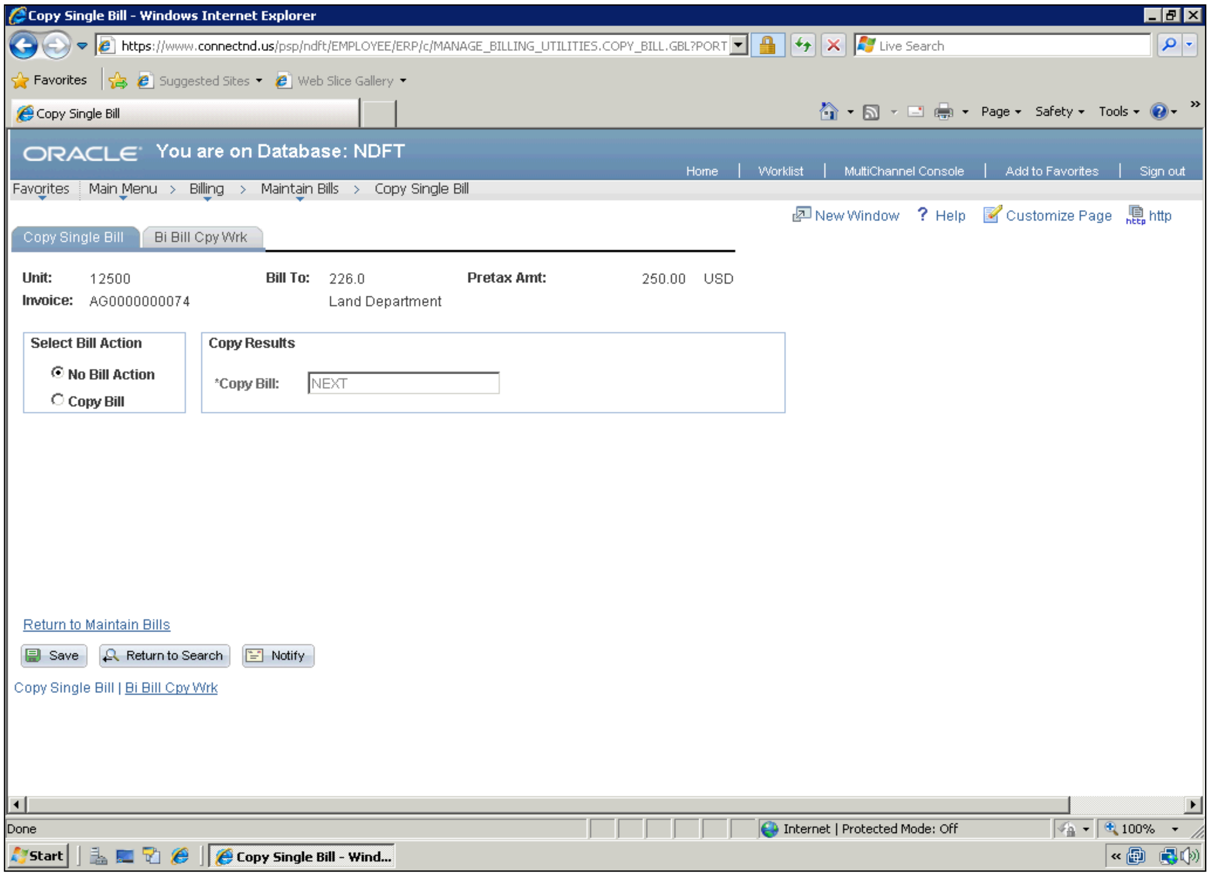


Step	Action
1.	Click the **Billing** link. Billing
2.	Click the **Maintain Bills** link. Maintain Bills
3.	Click the **Copy Single Bill** link. Copy Single Bill



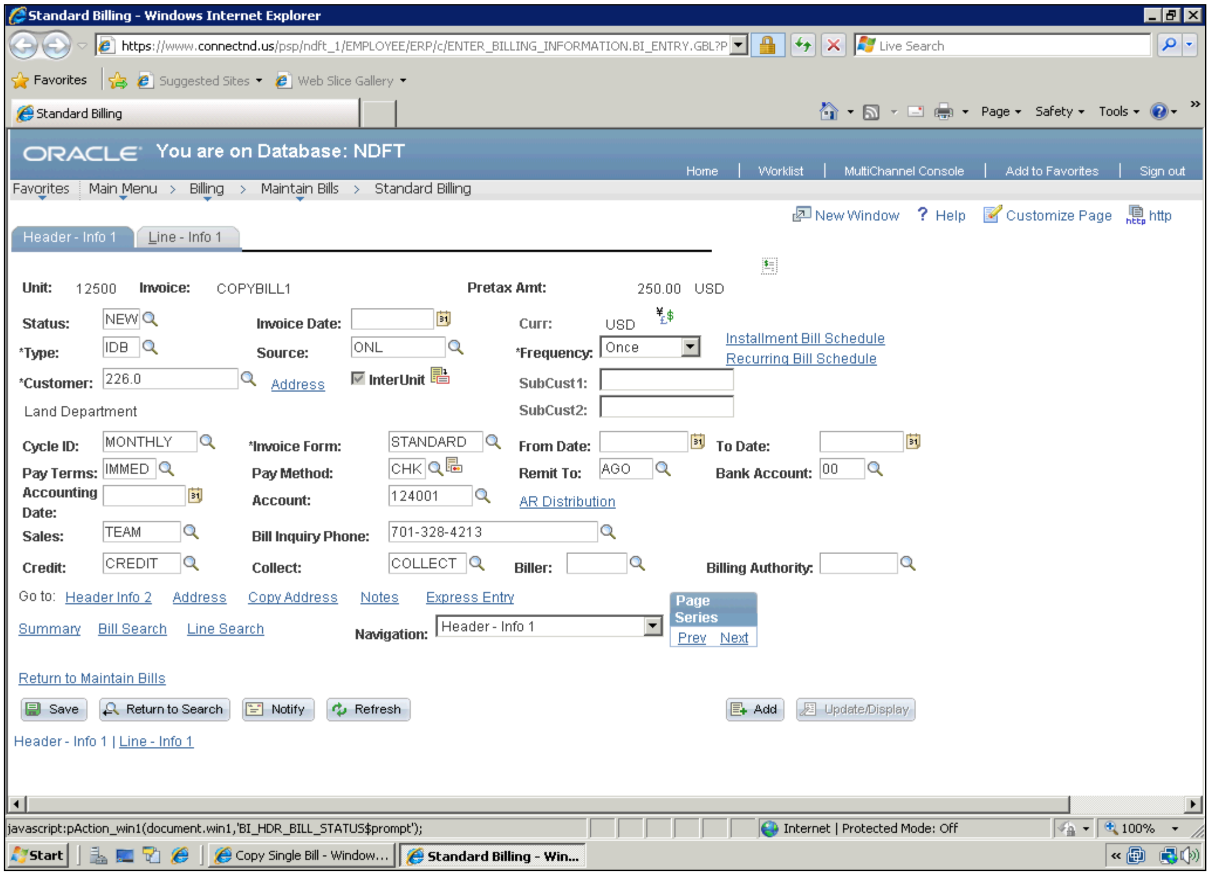
Step	Action
4.	Click the **Look up Invoice (Alt+5)** button.
5.	Select the invoice you would like to copy. Click the **AG0000000074** link. AG0000000074

Step	Action
6.	Click the **Search** button. 



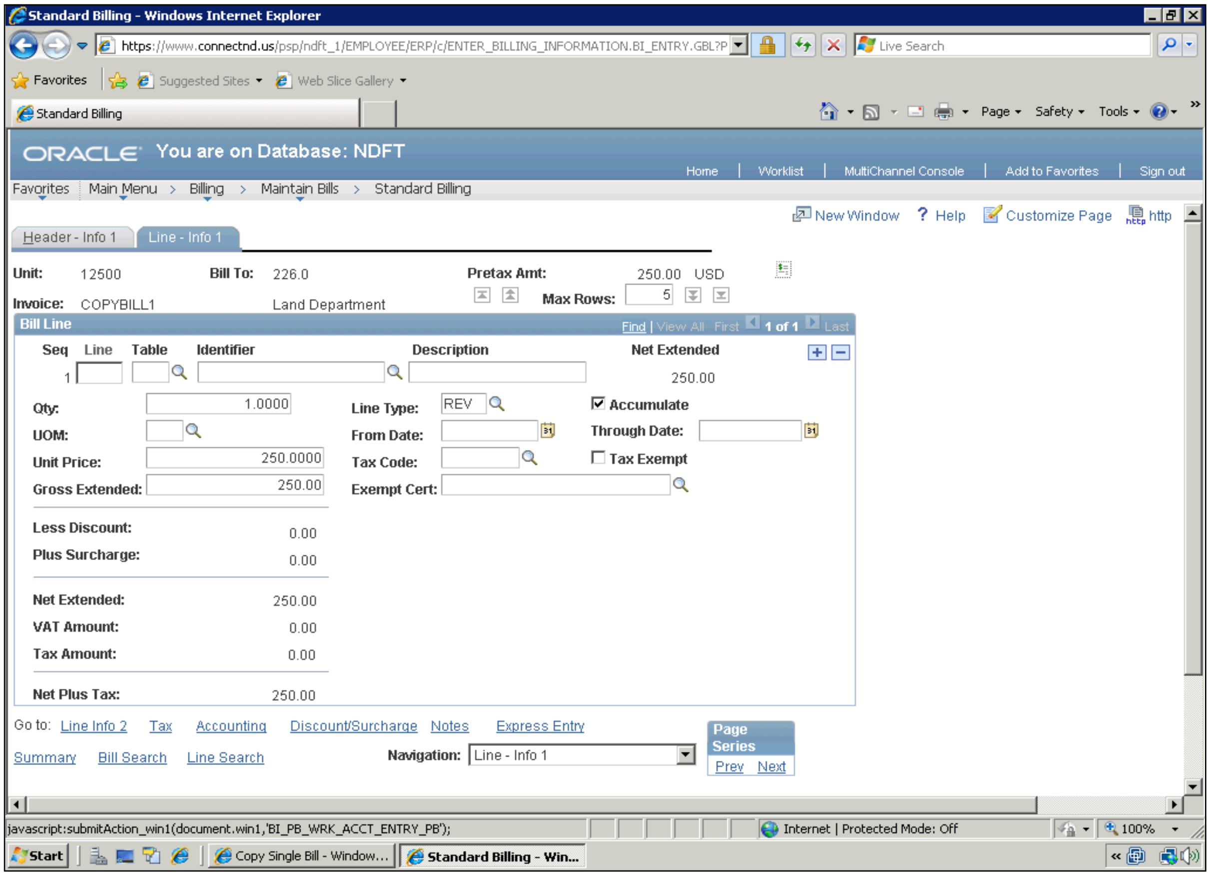
Step	Action
7.	Click the **Copy Bill** option. **Note:** The Copy Bill function will open a new window which contains the New Bill. 
8.	Enter the desired information into the **Copy Bill** field. Enter "**COPYBILL1**".
9.	Click the **Save** button. 

Step	Action
10.	Click the **Go To Bill Header - Gen. Info** link. Go To Bill Header - Gen. Info

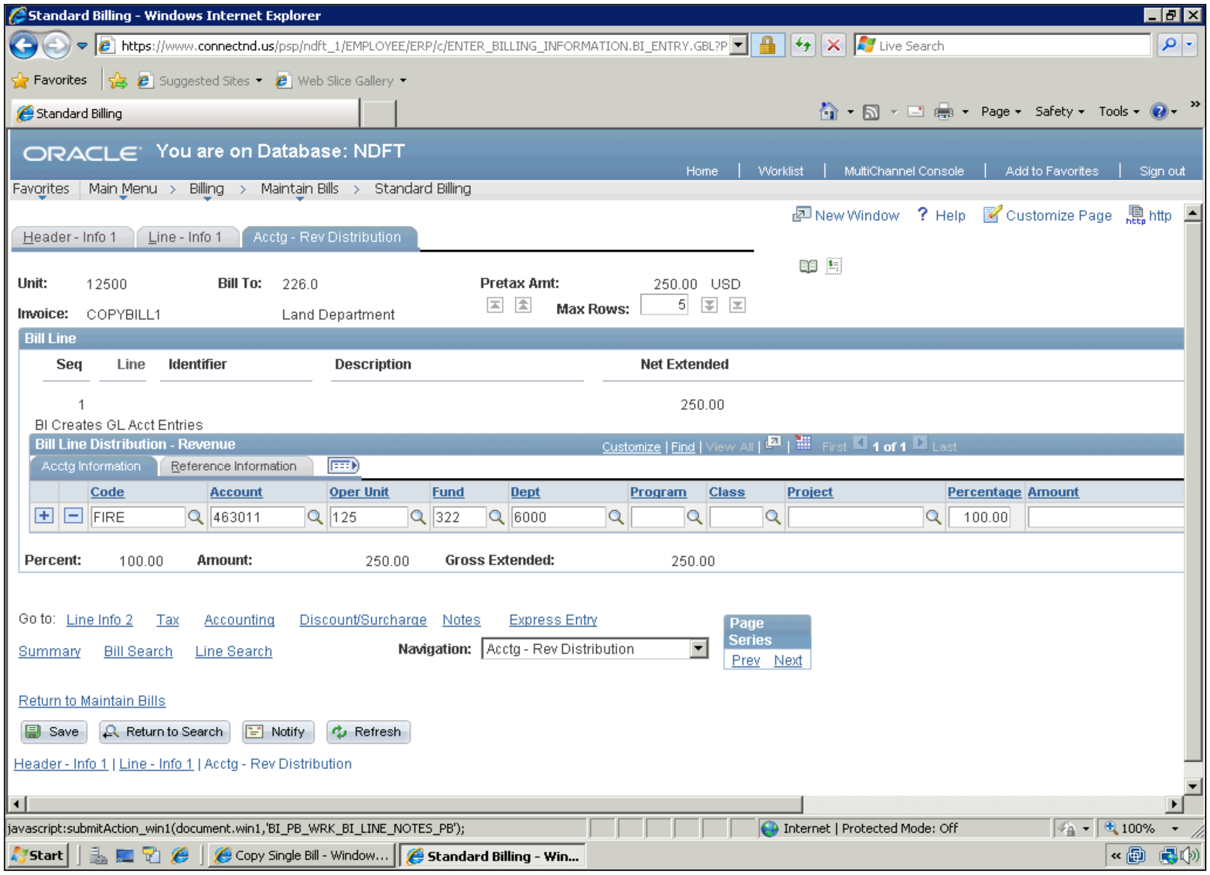


Step	Action
11.	Status can be left as **NEW** or changed to **RDY** (Ready to Invoice). **Note:** If left as **NEW,** the Bill Status Change (ST 7.5.1) will need to be ran after the bill(s) are saved and before Generating Invoices/Single Action Invoice (ST 7.5.3). Click the **Look up Status (Alt+5)** button.
12.	Click the **Ready to Invoice** link. Ready to Invoice

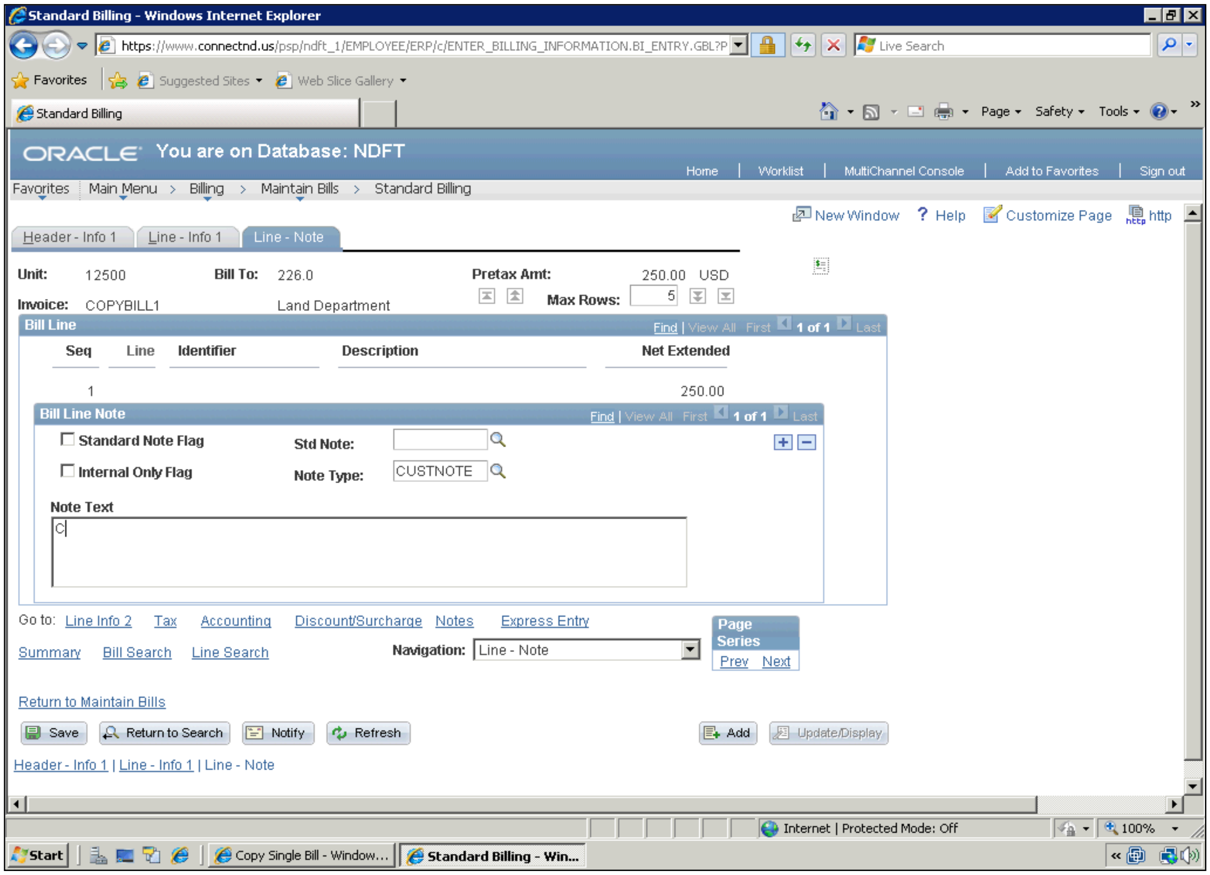
Step	Action
13.	Select a date by clicking on the calendar icon or type it in the Invoice Date field. Click the **Choose a date (Alt+5)** button.
14.	Click the **Current Date** link. Current Date
15.	The billing can be applied back to an open accounting period. <u>The apply back date must be stated in the Accounting field.</u> The Invoice Date field will not apply back the transaction. Click the **Choose a date (Alt+5)** button.
16.	The Accounting field will be the only place to apply back the invoice.
17.	Click the **Line - Info 1** tab. Line - Info 1
18.	**Note:** Line, Table, Identifier, Description and Unit Price fields can be utilized if values are established in the set up process. The purpose of this feature is to identify, calculate and total items.
19.	Gross Extended field amount was populated with the original billed amount because the invoice was Copied.



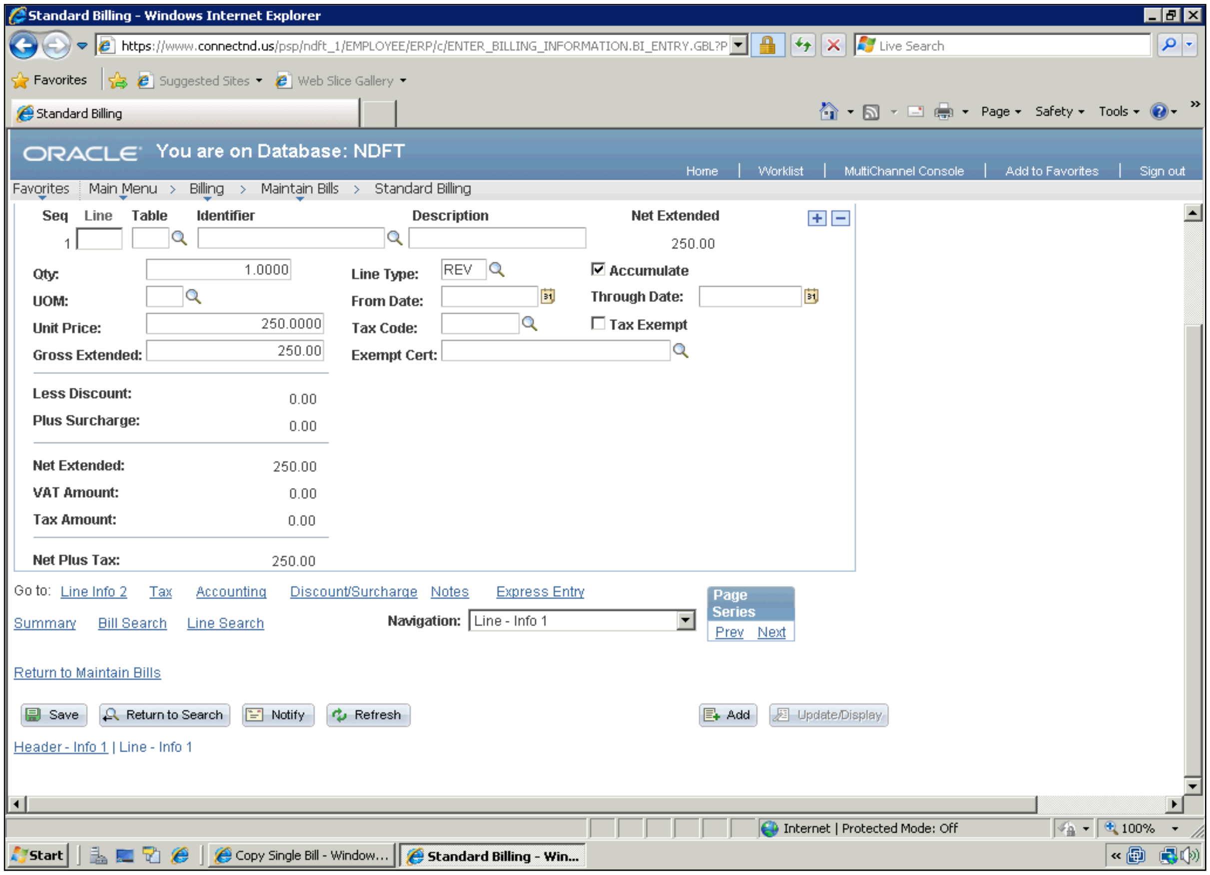
Step	Action
20.	Click the **Accounting** link. Accounting
21.	The Look Up contains Codes that are mapped to accounting chartfields previously identified in the initial set up. Select the appropriate code.



Step	Action
22.	Click the **Notes** link. Notes



Step	Action
23.	If necessary, replace the existing description in the Note Text field. Enter the desired information into the **Note Text** field. Enter "**COPY TEST BILL**".
24.	Click the **Line - Info 1** tab. 



Step	Action
25.	Click the **Save** button.
26.	This topic showed how to Copy an Online Bill. **End of Procedure.**

ST Lesson 7.4 - Billing Interface

Billing Interface

You can enter bills in PeopleSoft by using two methods:
Billing Interface or Online Bill entry.

The Billing Interface enables you to automatically create a bill using data from another source or system.

Online Bill Entry is discussed in Lesson 7.3.

ST 7.4.1 - Load Billing Interface

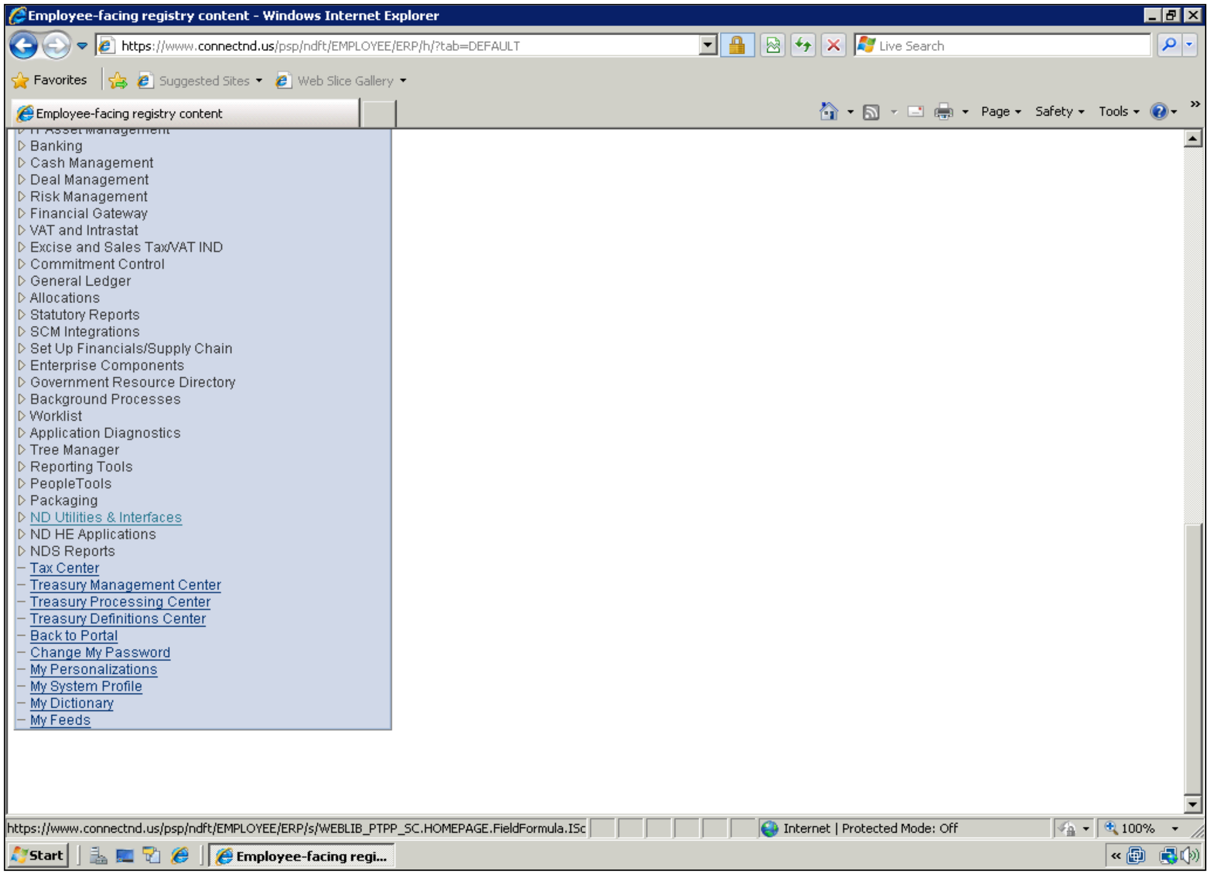
Load Billing Interface

Navigation: ND Utilities & Interfaces > Billing > Billing Load

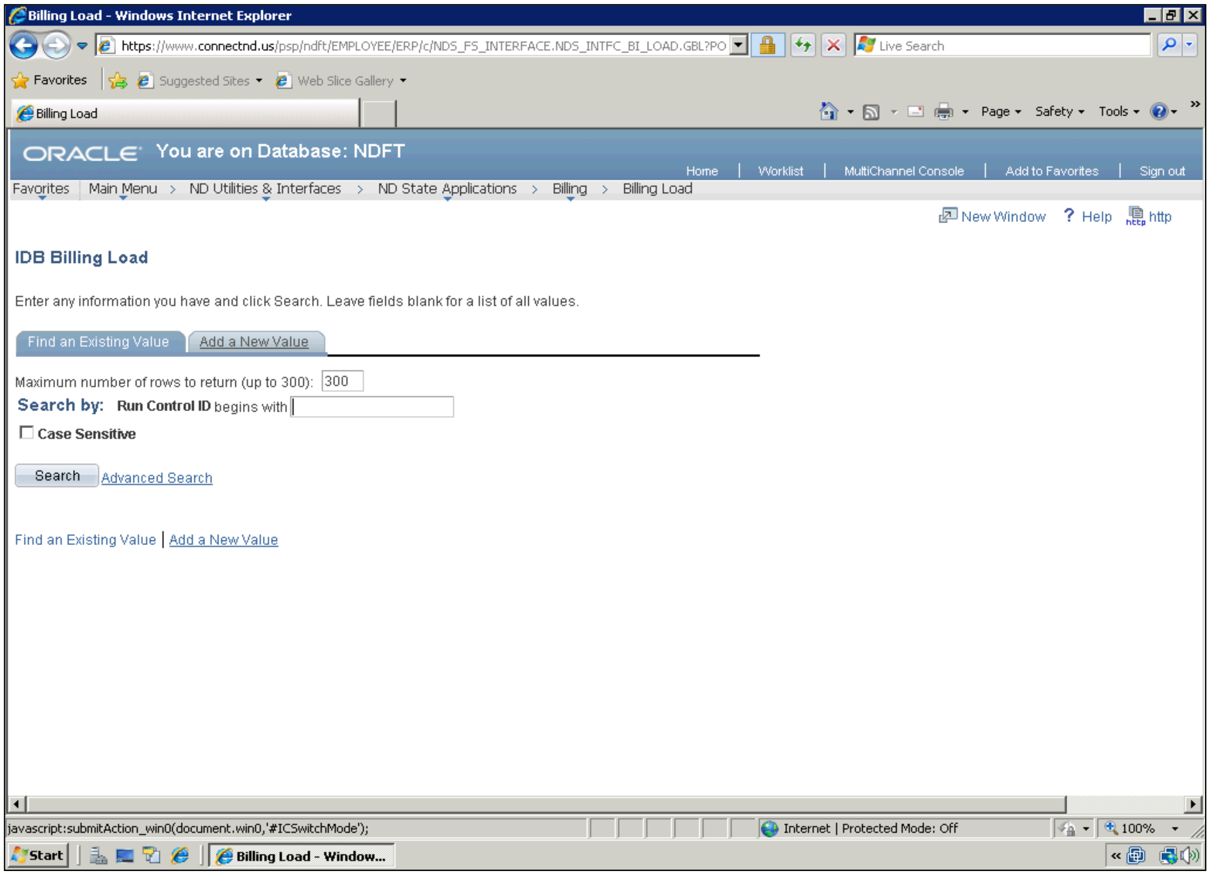
Billing Load Interface enables billing information to be loaded from an agency's sub-system into PeopleSoft Financials. The billing information is comprised into .txt format and the file is initiated and transferred into a staging table.

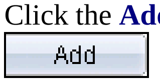
Procedure

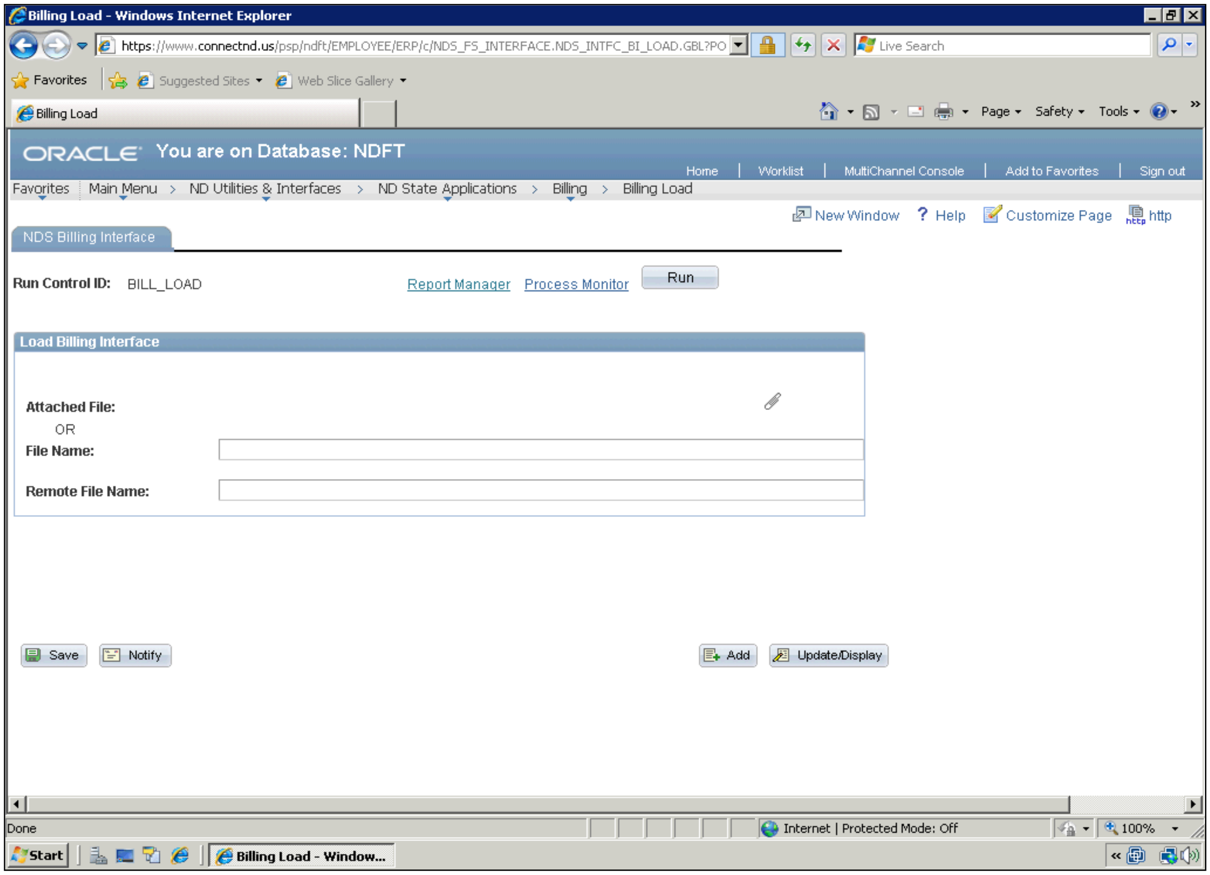
This topic shows how to Load the Billing Interface.



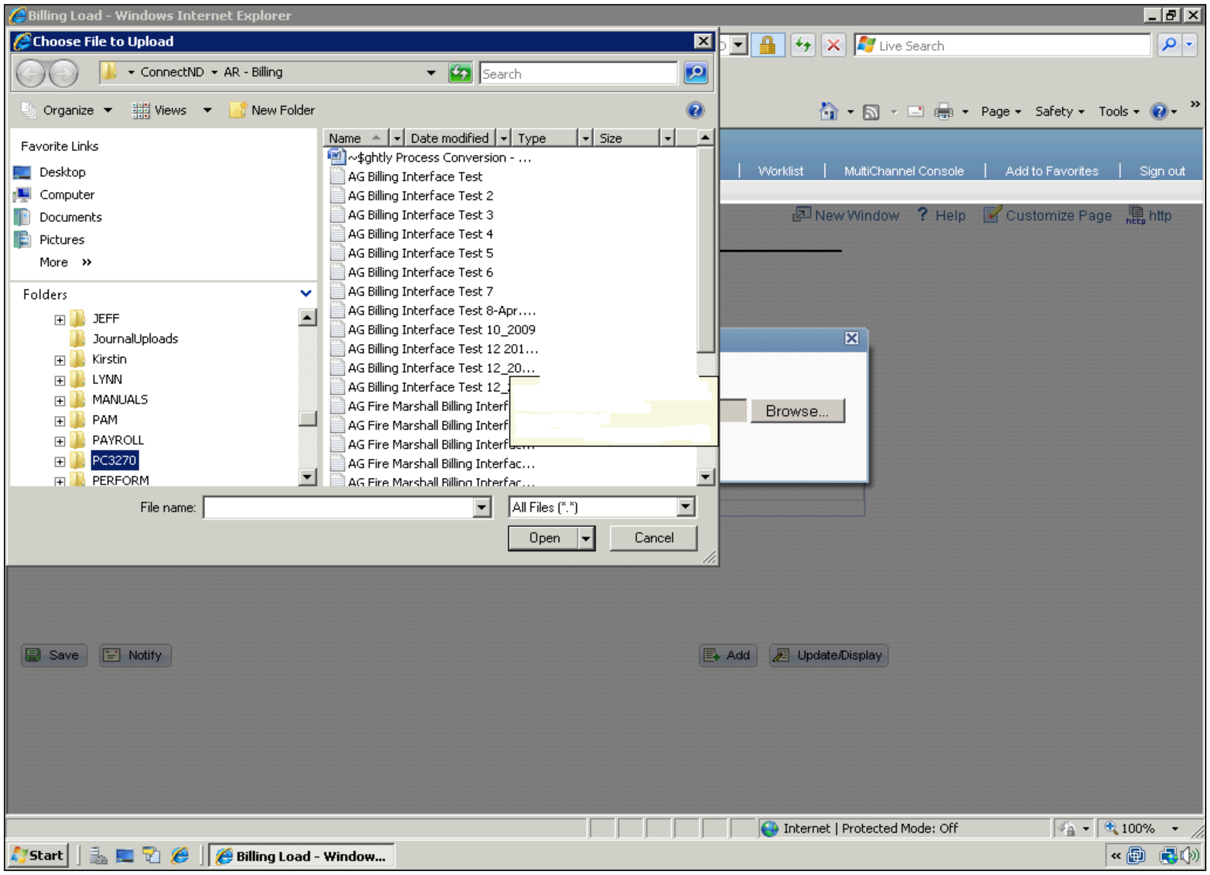
Step	Action
1.	Click the **ND Utilities & Interfaces** link. ND Utilities & Interfaces
2.	Click the **ND State Applications** link. ND State Applications
3.	Click the **Billing** link. Billing
4.	Click the **Billing Load** link. Billing Load



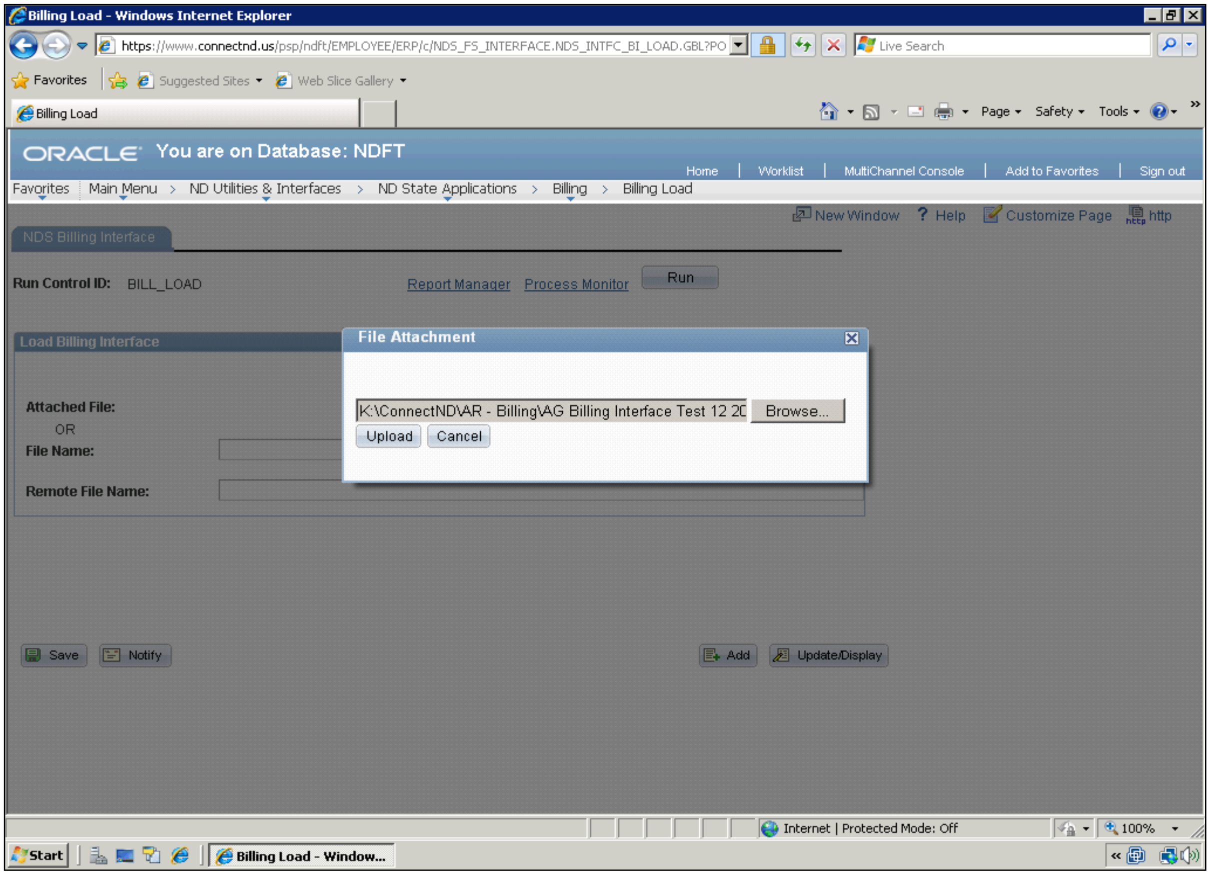
Step	Action
5.	Click the **Add a New Value** tab. 
6.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.
7.	Enter the desired information into the **Run Control ID** field. Enter "**BILL_LOAD**".
8.	Click the **Add** button. 



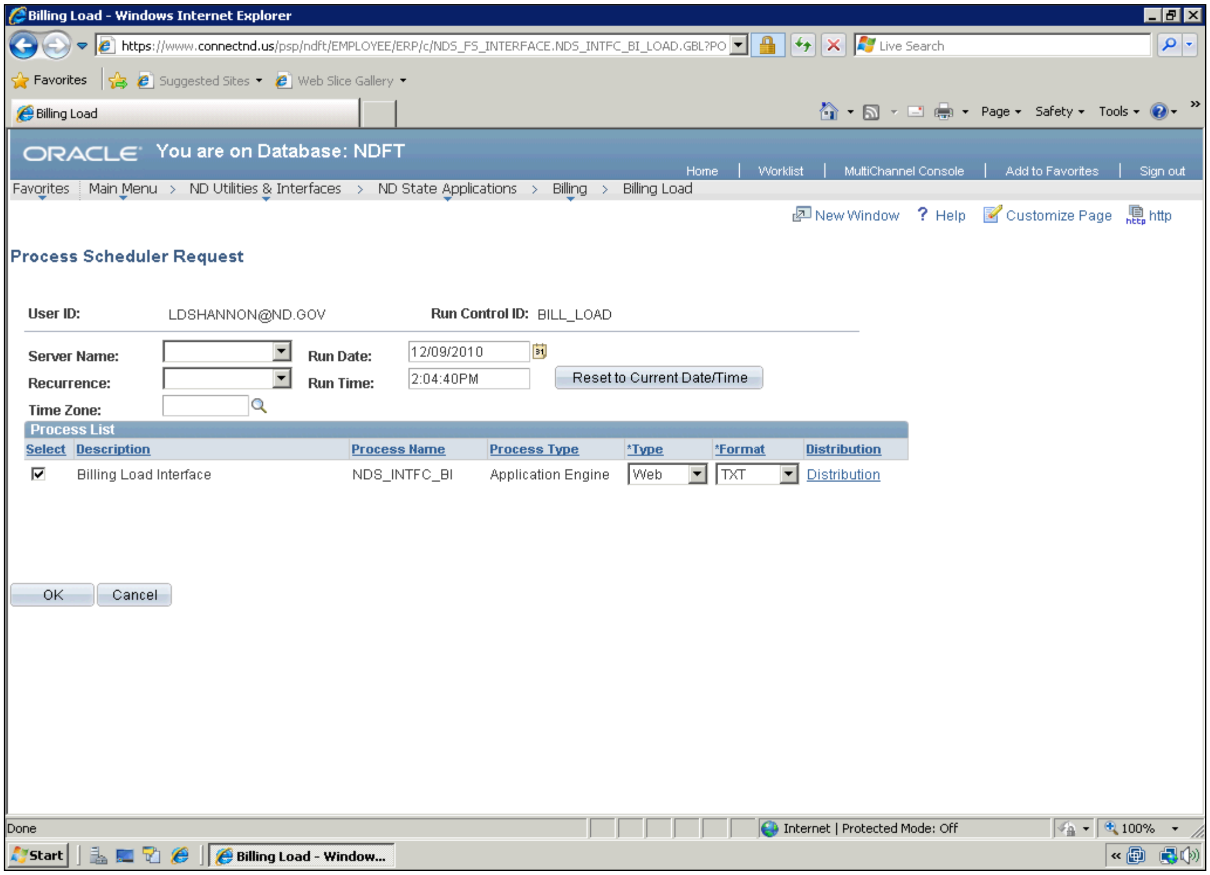
Step	Action
9.	Click in the **File Name** field.
10.	The previous billing interface Attached File must be deleted prior to adding the new file. Click on the garbage can to delete the existing file.
11.	After the previous Attached File is deleted, click on the paper clip to add the new billing interface file. Click the **Add Attachment** button. 
12.	Click the **Browse...** button to locate the origin of the text file. 



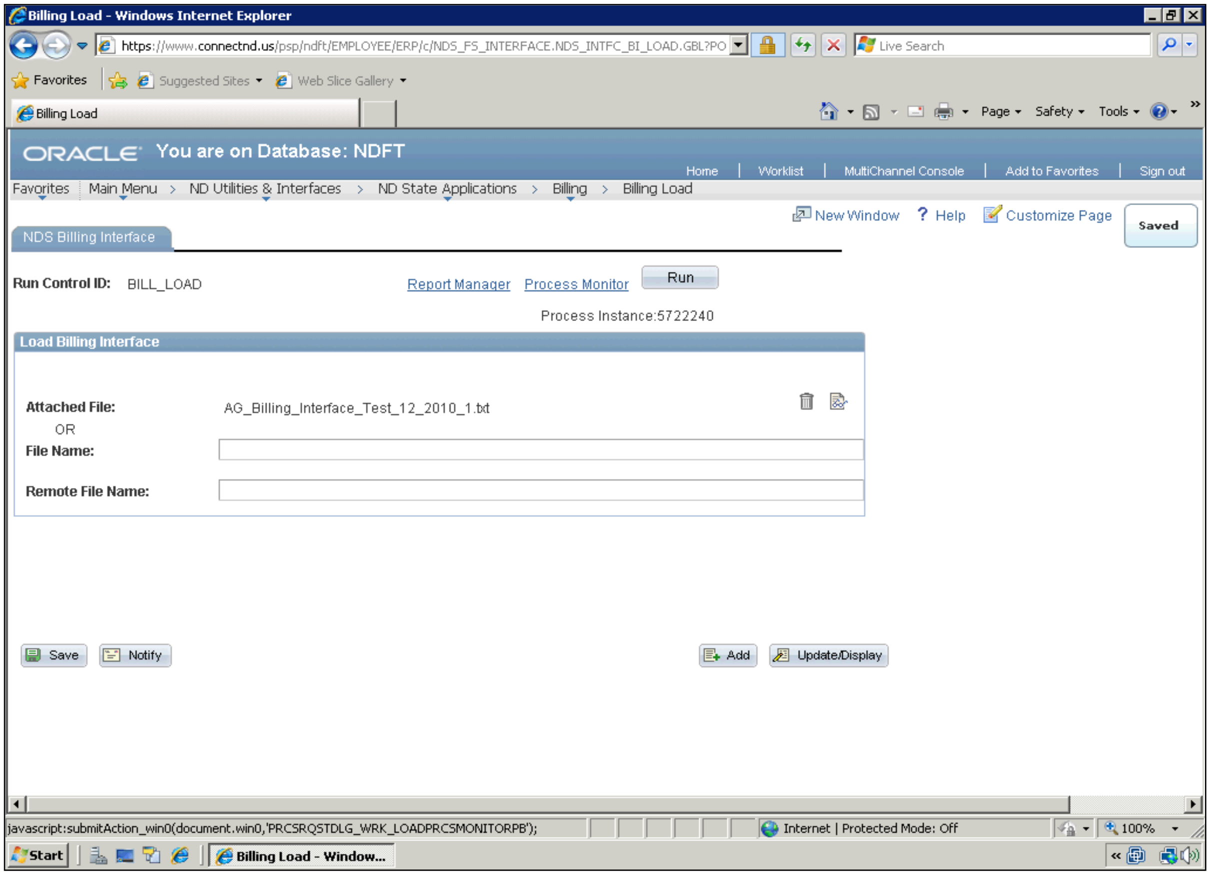
Step	Action
13.	Double-click the **AG Billing Interface Test 12 2010 1** list item. AG Billing Interface Test 12 201…



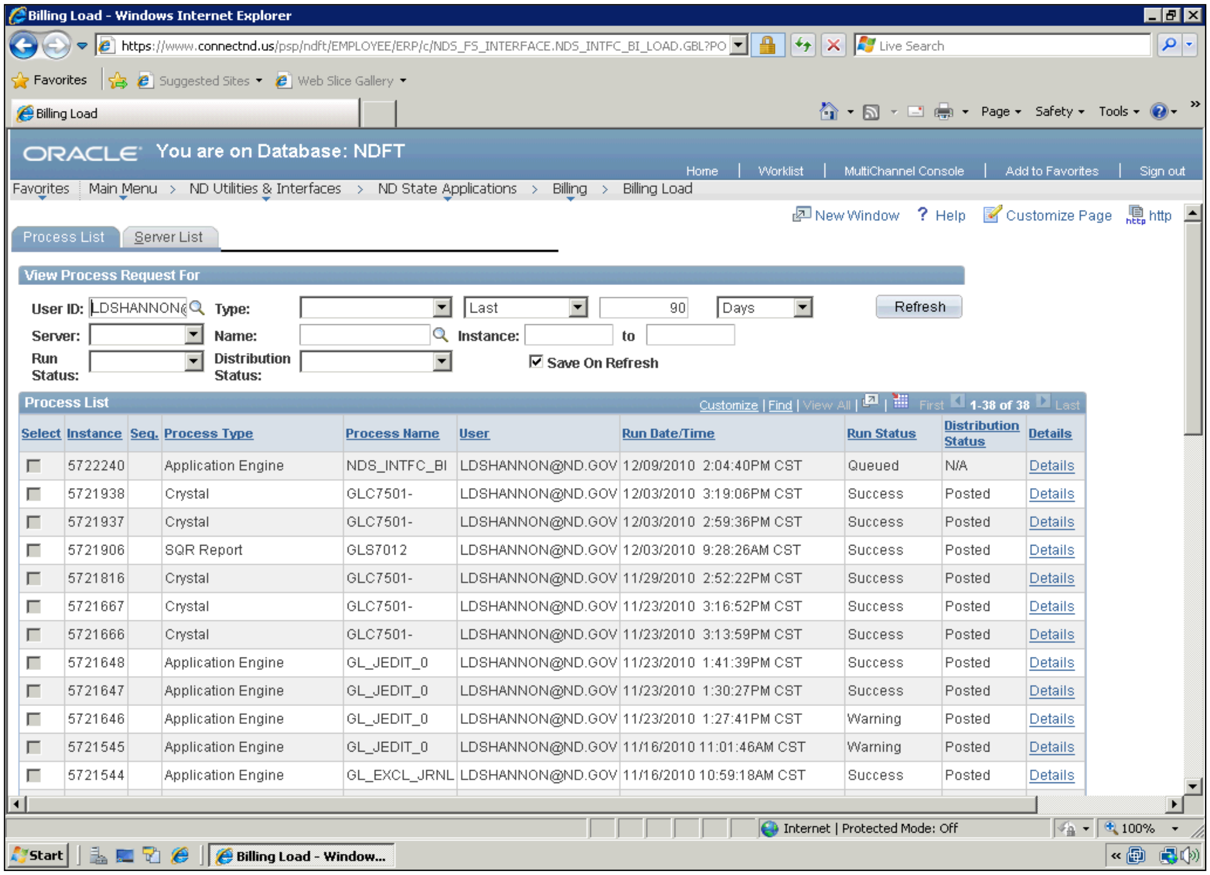
Step	Action
14.	Click the **Upload** button. Upload
15.	Click the **Run** button. Run



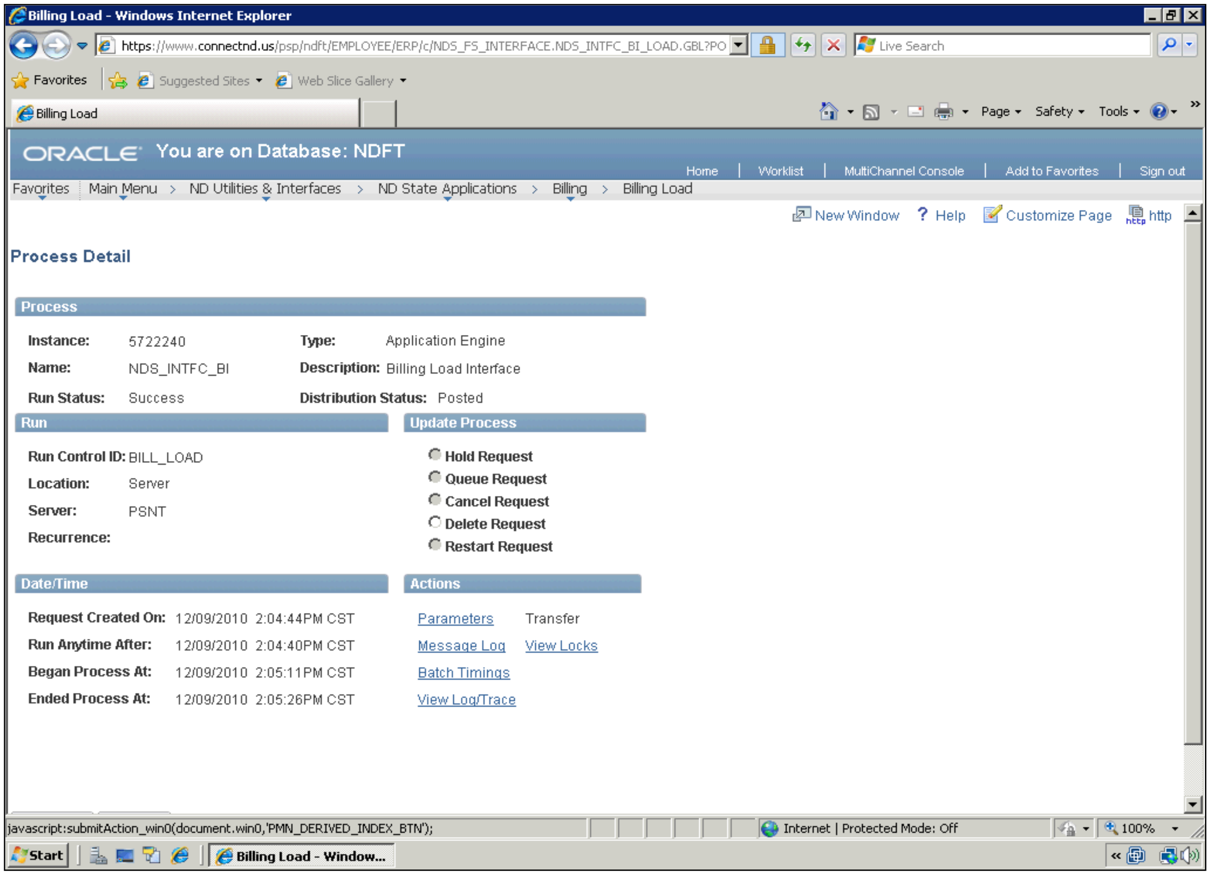
Step	Action
16.	Click the **OK** button. OK



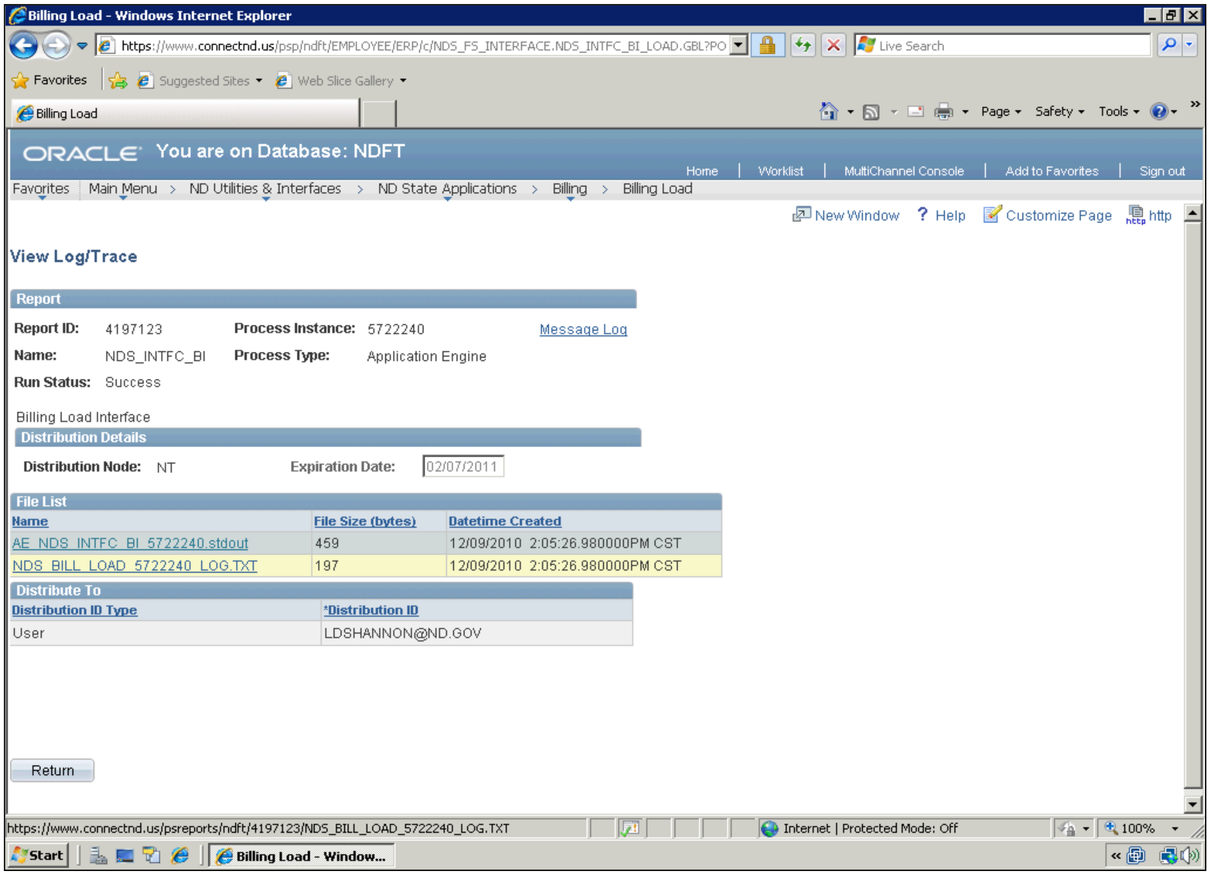
Step	Action
17.	Click the **Process Monitor** link. **Note:** This link will open a new window. Process Monitor



Step	Action
18.	The Process List tab shows the Run Status of the process. The process may run through several status types before Success. Click the **Refresh** button. Refresh
19.	The process is complete when the Run Status is Success and Distribution Status is Posted. **Note:** If Run Status displays No Success, Contact OMB immediately. Do Not re-run the Bill Load process.
20.	Click the **Details** link. Details



Step	Action
21.	Click the **View Log/Trace** link. View Log/Trace



Step	Action
22.	Click the **NDS_BILL_LOAD_5722240_LOG.TXT** link. NDS_BILL_LOAD_5722240_LOG.TXT
23.	In this example, the Billing Load Process report indicates 47 Interface records created. This should match the number of records in the uploaded text file. **Note:** If there was an error, it would indicate it by the Zero dollar entries excluded.
24.	Note the Interface ID number. This will be needed when Processing the Billing Interface (ST 7.4.2).
25.	This topic showed how to Load a Billing Interface. **End of Procedure.**

ST 7.4.2 - Process Billing Interface

Process Billing Interface

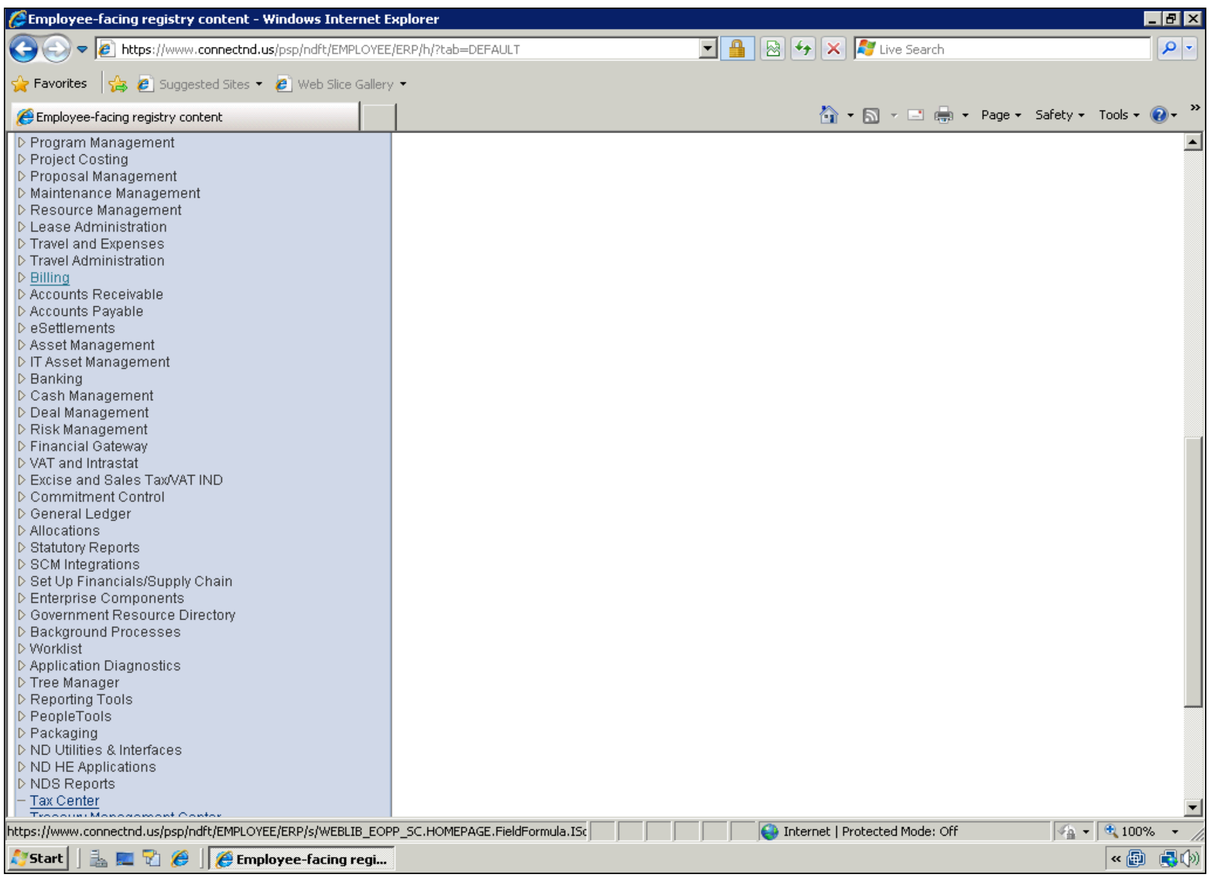
Navigation: Billing > Interface Transactions > Process Billing Interface

The Billing Interface Process accomplishes the following:

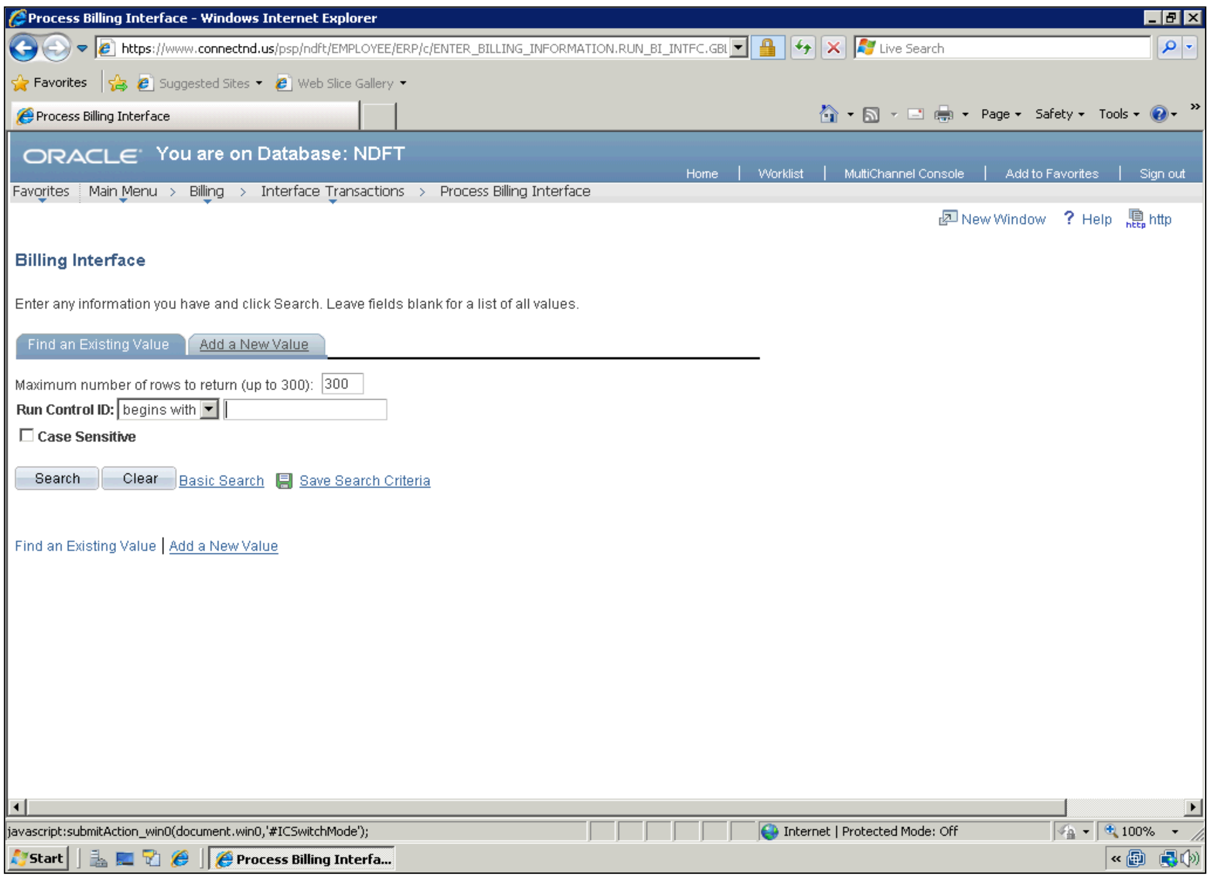
- Validates billing data on the staging table
- Applies defaults to fields not populated from the external systems from the appropriate level
- Converts all valid billing activity into the bill format

Procedure

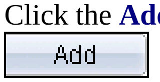
This topic shows how to Process a Billing Interface.

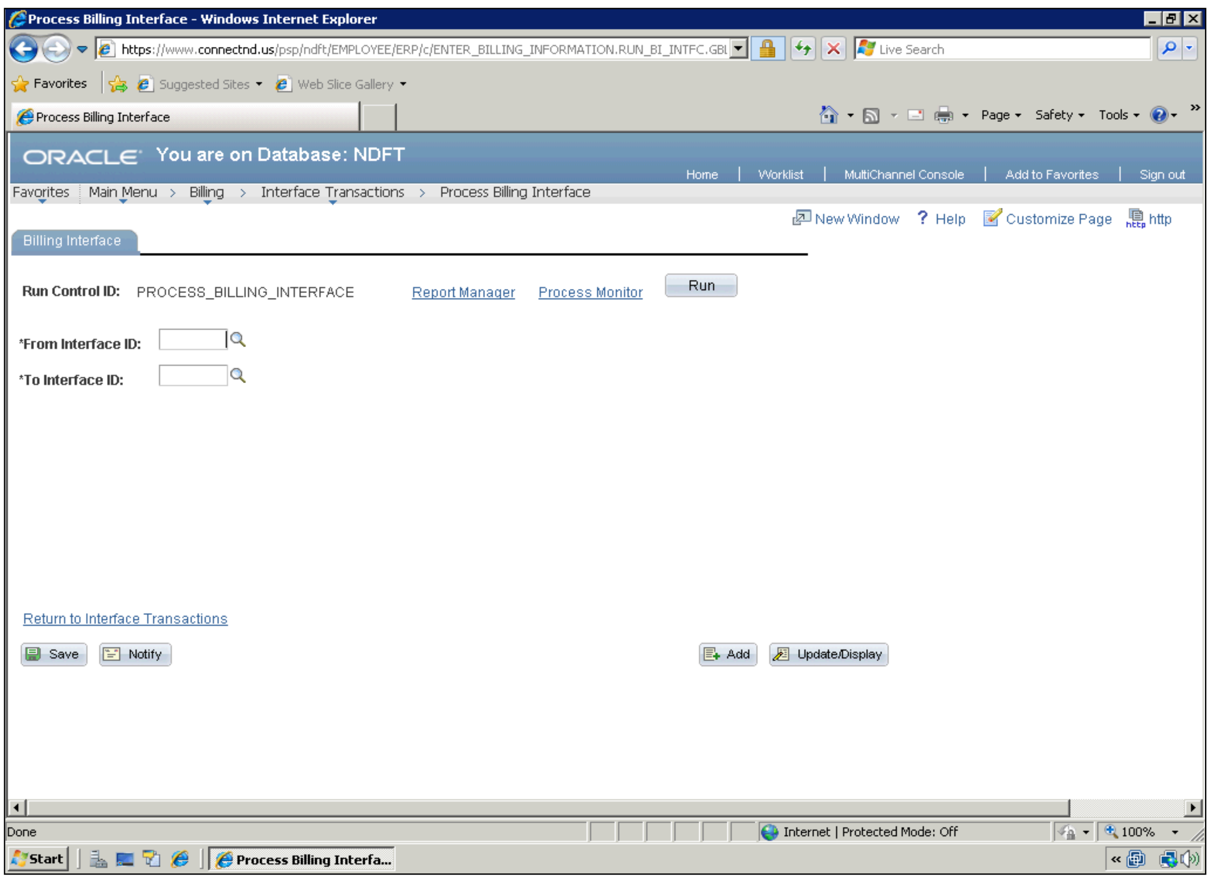


Step	Action
1.	Click the **Billing** link. ▷ Billing
2.	Click the **Interface Transactions** link. Interface Transactions
3.	Click the **Process Billing Interface** link. Process Billing Interface

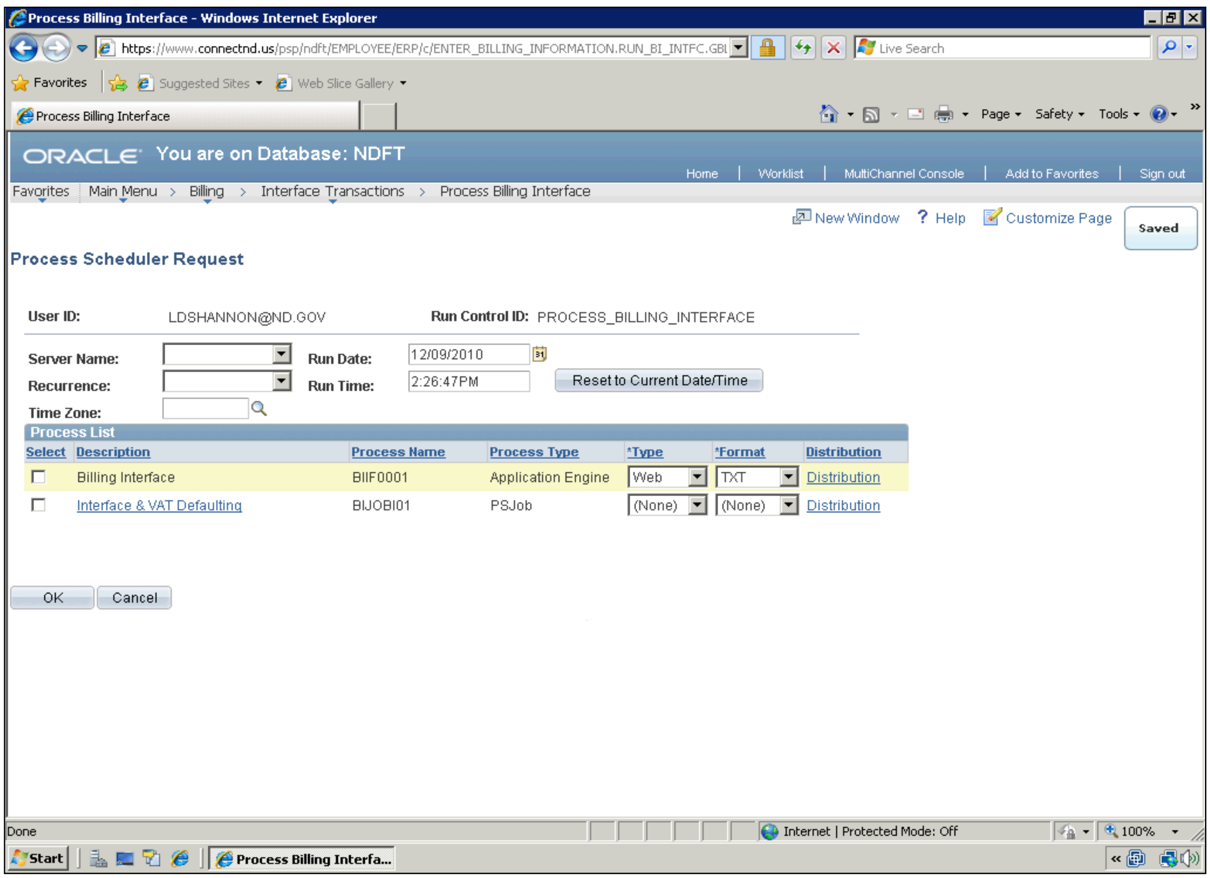


Step	Action
4.	Click the **Add a New Value** tab. Add a New Value

Step	Action
5.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.
6.	Enter the desired information into the **Run Control ID** field. Enter "**PROCESS_BILLING_INTERFACE**".
7.	Click the **Add** button. 

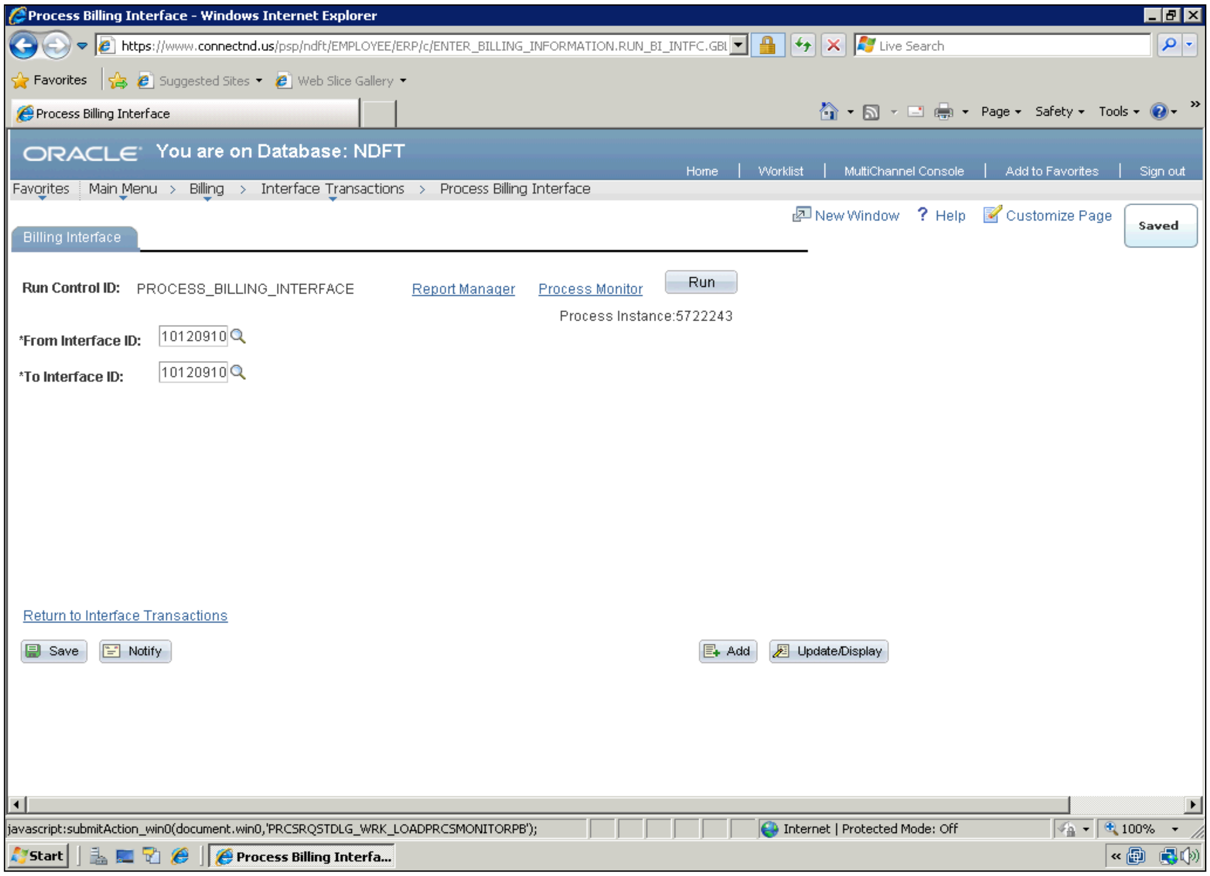


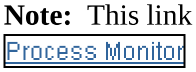
Step	Action
8.	**Note:** The Interface ID can be obtained from the report ran in the Load Billing Interface process. See ST 7.4.1 - Load Billing Interface for report location. Enter the desired information into the **From Interface ID** field. Enter "**10120910**".
9.	The To Interface ID field will populate once you click in the blank field. Click in the **To Interface ID** field. 
10.	Click the **Run** button. 

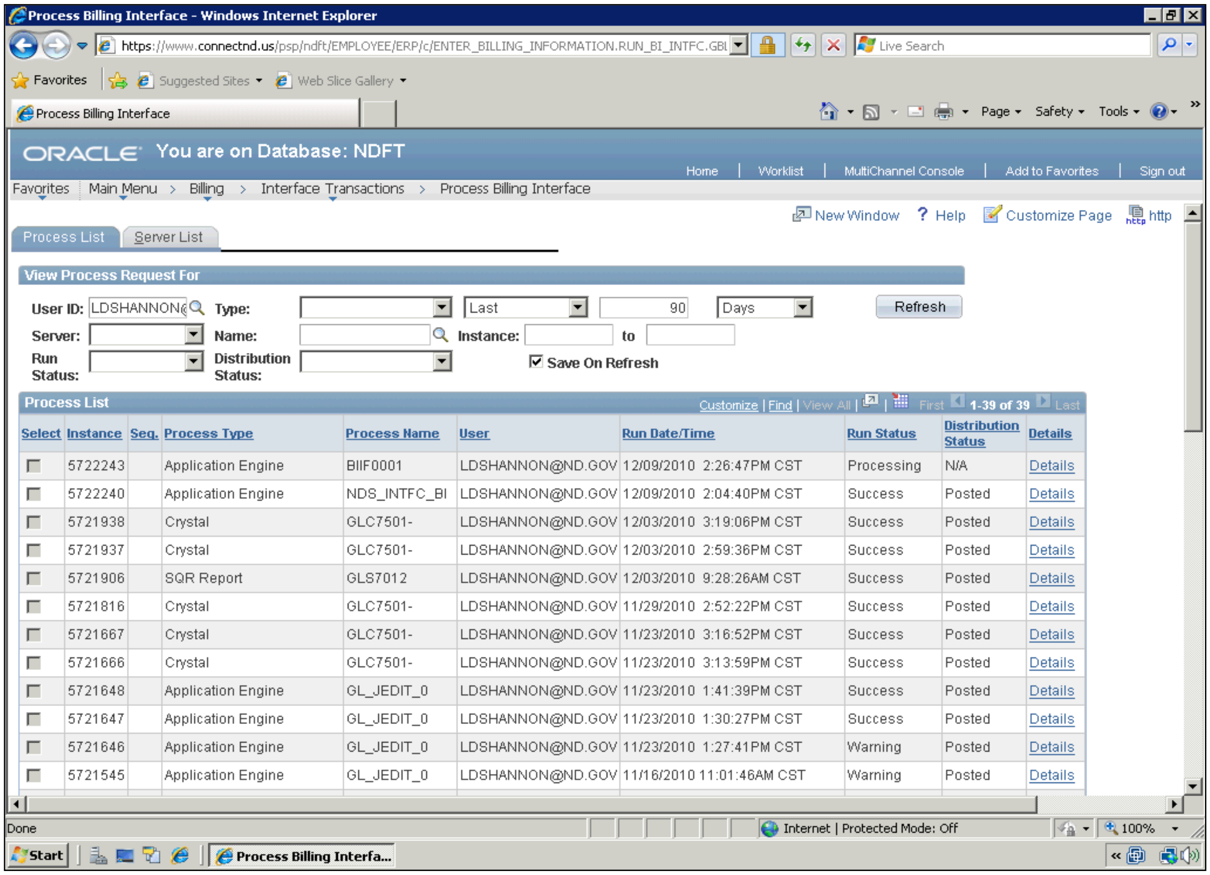


Step	Action
11.	Select the **Billing Interface** option. 

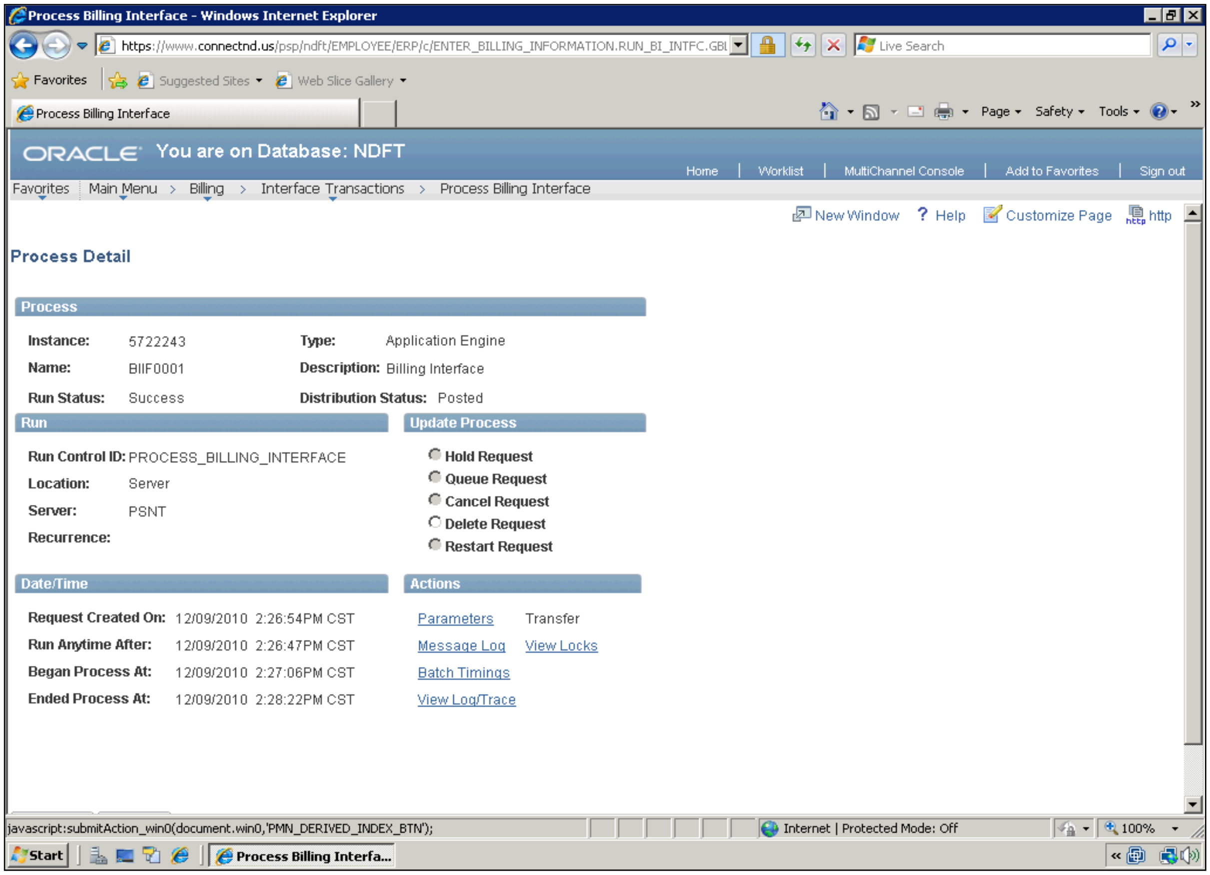
Step	Action
12.	Click the **OK** button. 



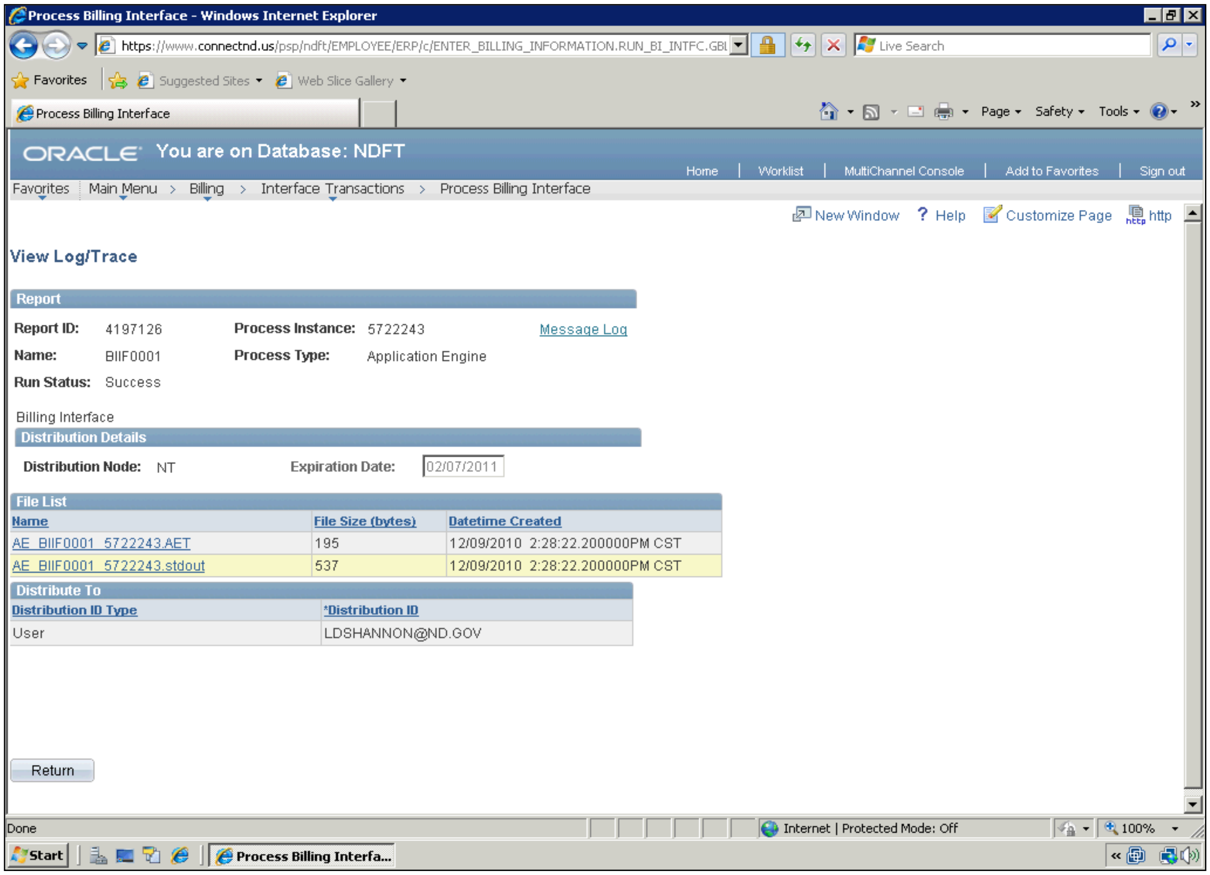
Step	Action
13.	Click the **Process Monitor** link. **Note:** This link will open a new window. 
14.	The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted.</u>



Step	Action
15.	Click the **Refresh** button. Refresh
16.	Click the **Details** link. Details



Step	Action
17.	Click the **View Log/Trace** link. View Log/Trace



Step	Action
18.	Click the **AE_BIIF0001_5722243.stdout** link. AE_BIIF0001_5722243.stdout
19.	The process is a success when the Transactions in Error is 0 (Zero).
20.	This topic showed how to Process a Billing Interface. **End of Procedure.**

ST 7.4.3 - View Billing Interface Completions

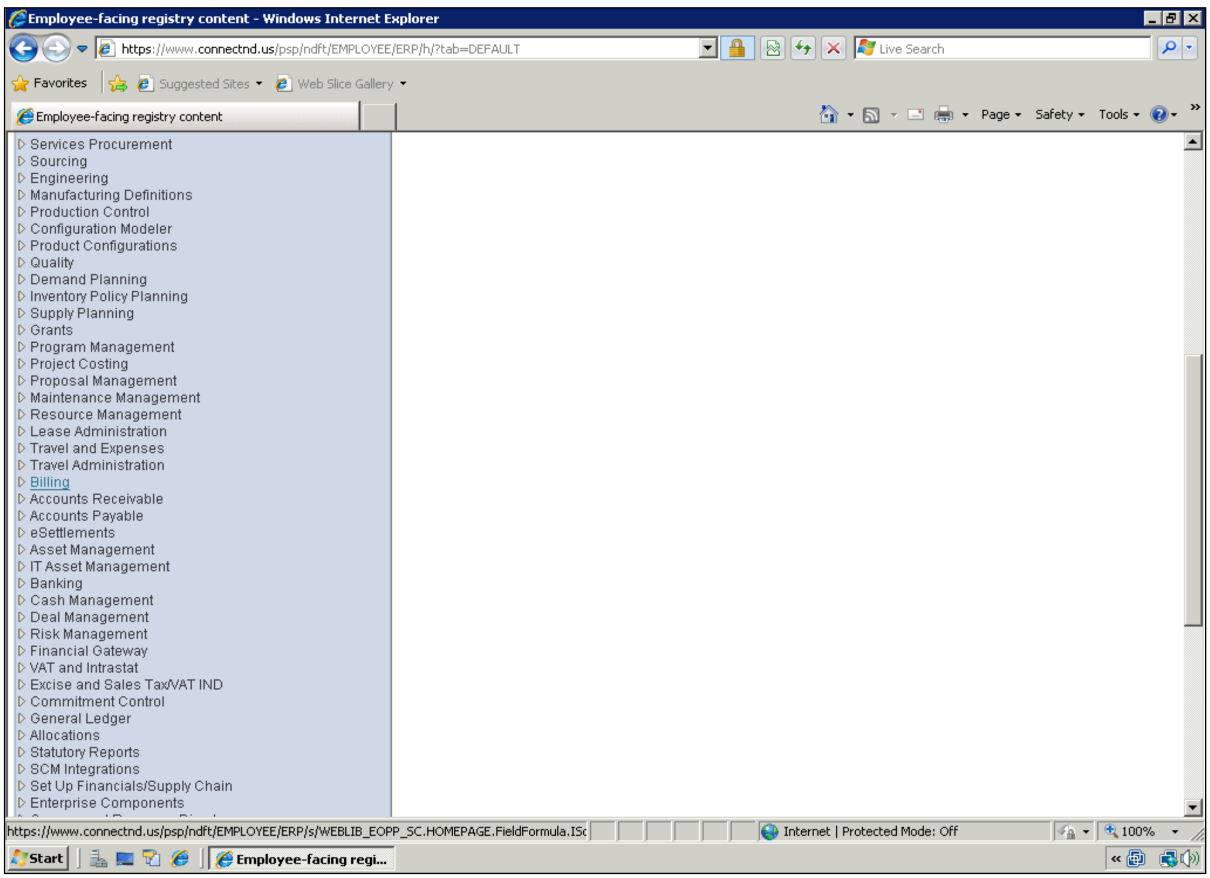
View Billing Interface Completions

Navigation: Billing > Interface Transactions > Review Interface Completions

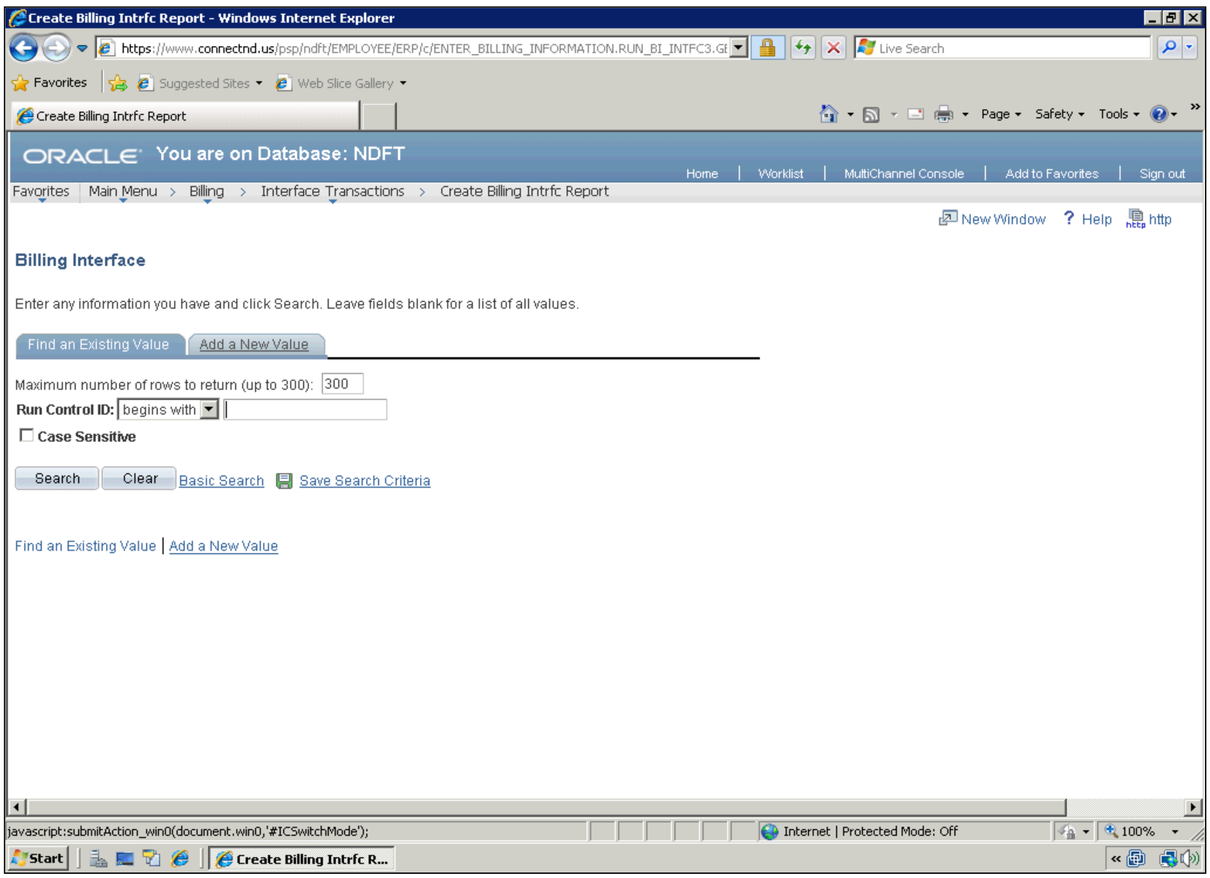
After the Billing Interface Process is complete, the bill line status is updated to either **ERR** or **DON**. If the status is **DON**, it indicates that a bill has been created and the bill line is moved to the appropriate pages. If the status is **ERR**, the bill lines will need to be corrected (See ST 7.4.4 - Correct Billing Interface Errors).

Procedure

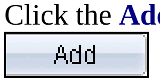
This topic shows how to run a View Billing Interface Completions report.

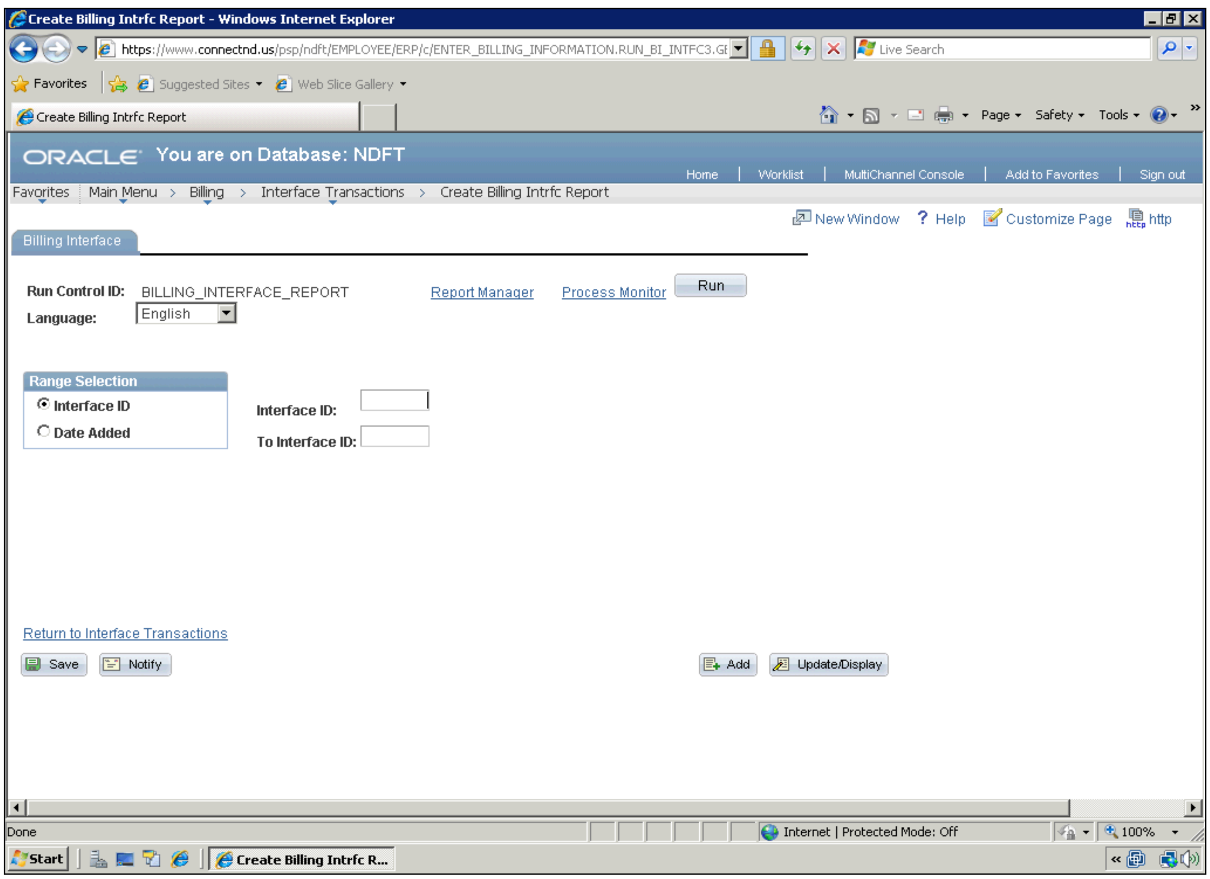


Step	Action
1.	Click the **Billing** link. ▷ Billing
2.	Click the **Interface Transactions** link. Interface Transactions
3.	Click the **Create Billing Intrfc Report** link. Create Billing Intrfc Report

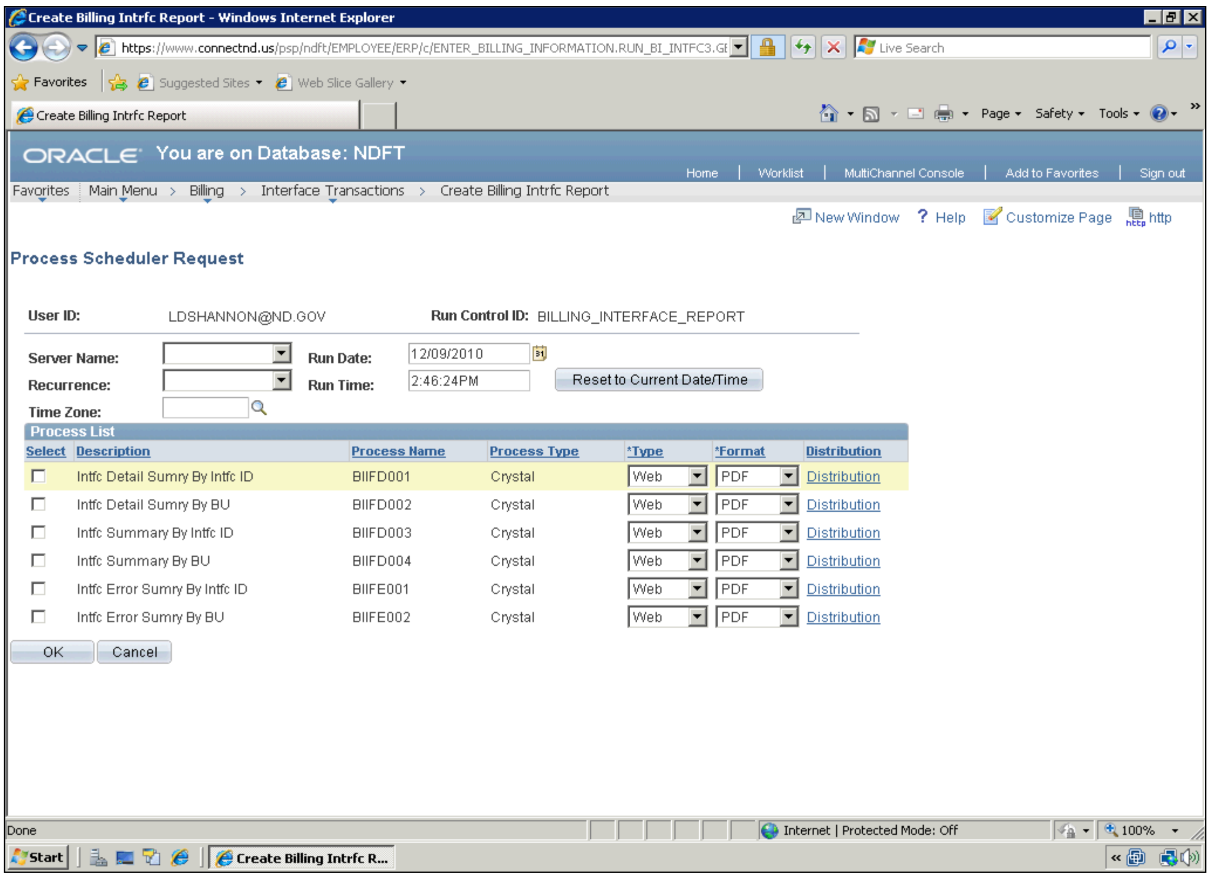


Step	Action
4.	Click the **Add a New Value** tab. Add a New Value

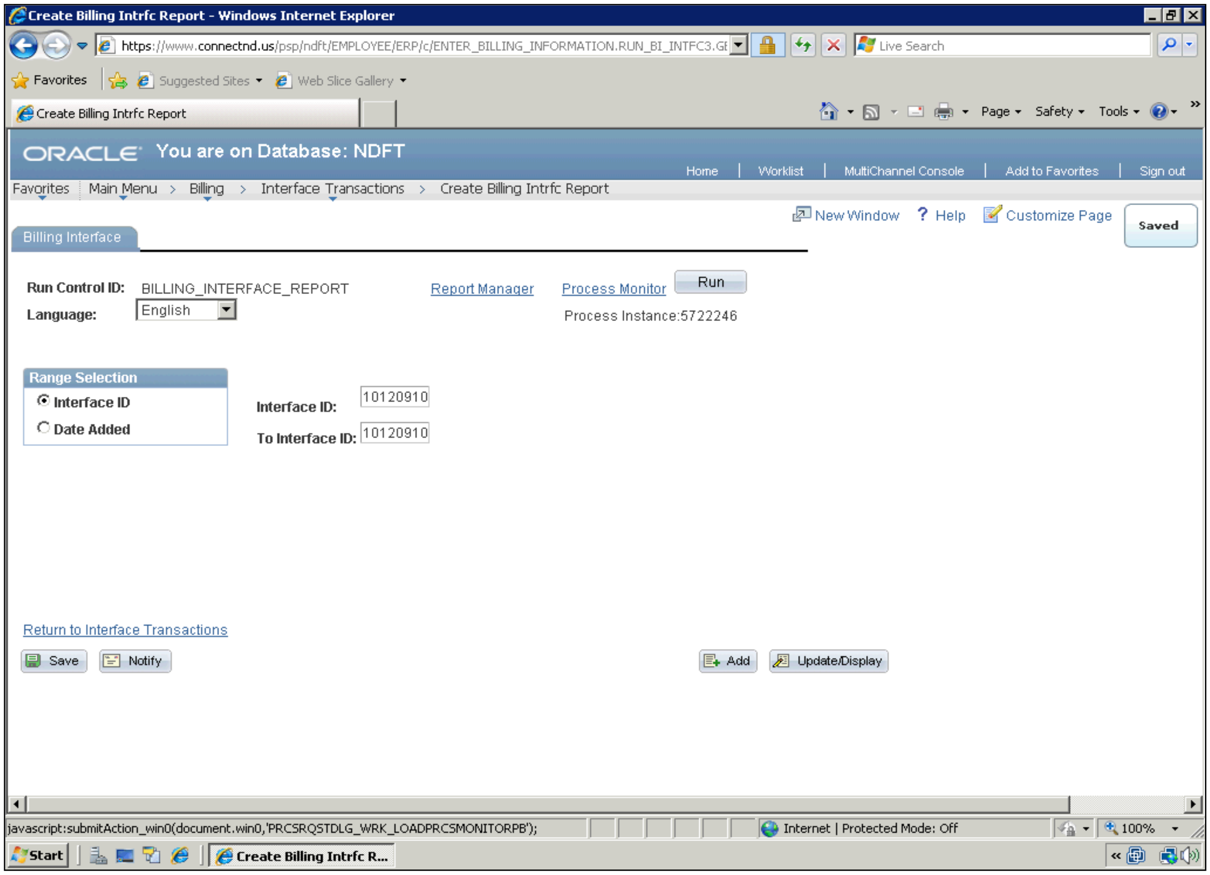
Step	Action
5.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.
6.	Enter the desired information into the **Run Control ID** field. Enter "**BILLING_INTERFACE_REPORT**".
7.	Click the **Add** button. 



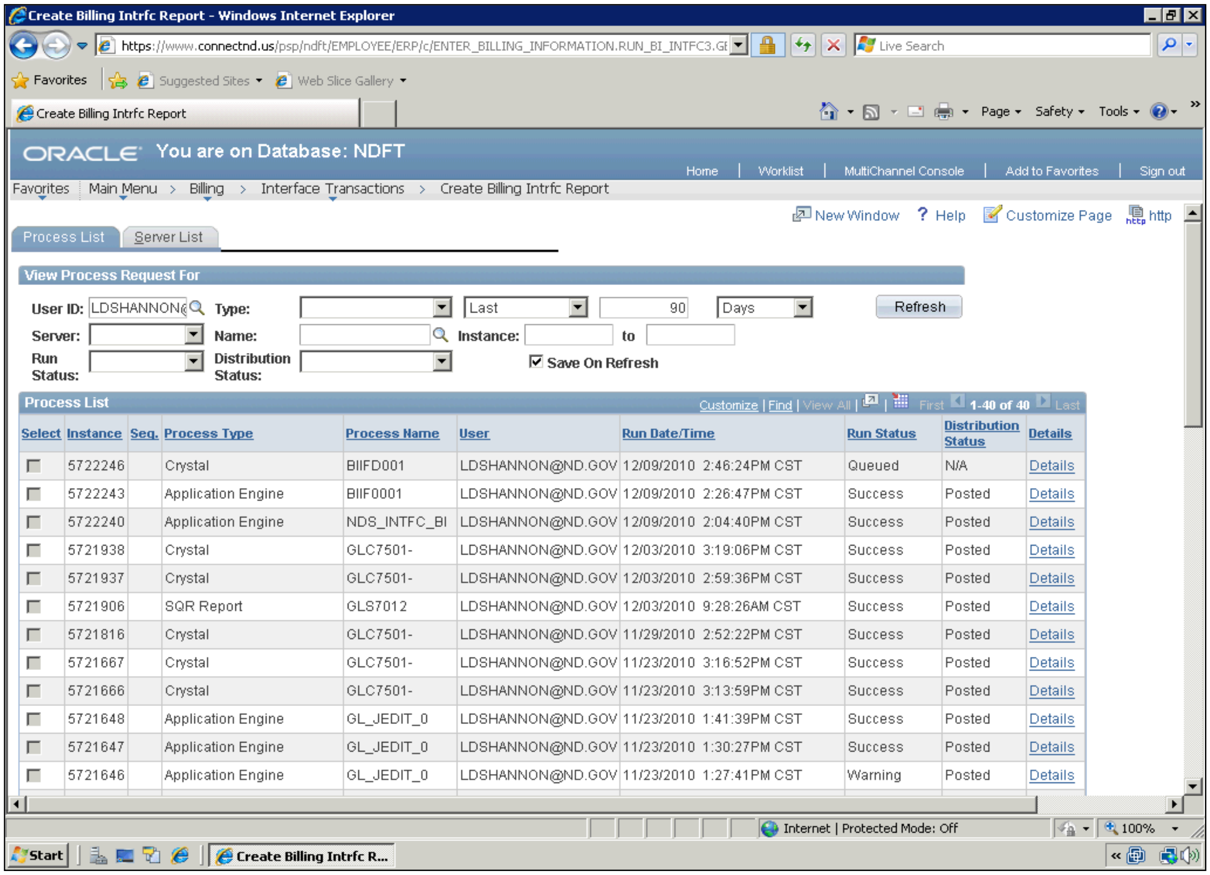
Step	Action
8.	Enter the desired information into the **Interface ID** field. Enter "**10120910**".
9.	Click in the **To Interface ID** field to populate with the same interface id.
10.	Click the **Run** button.



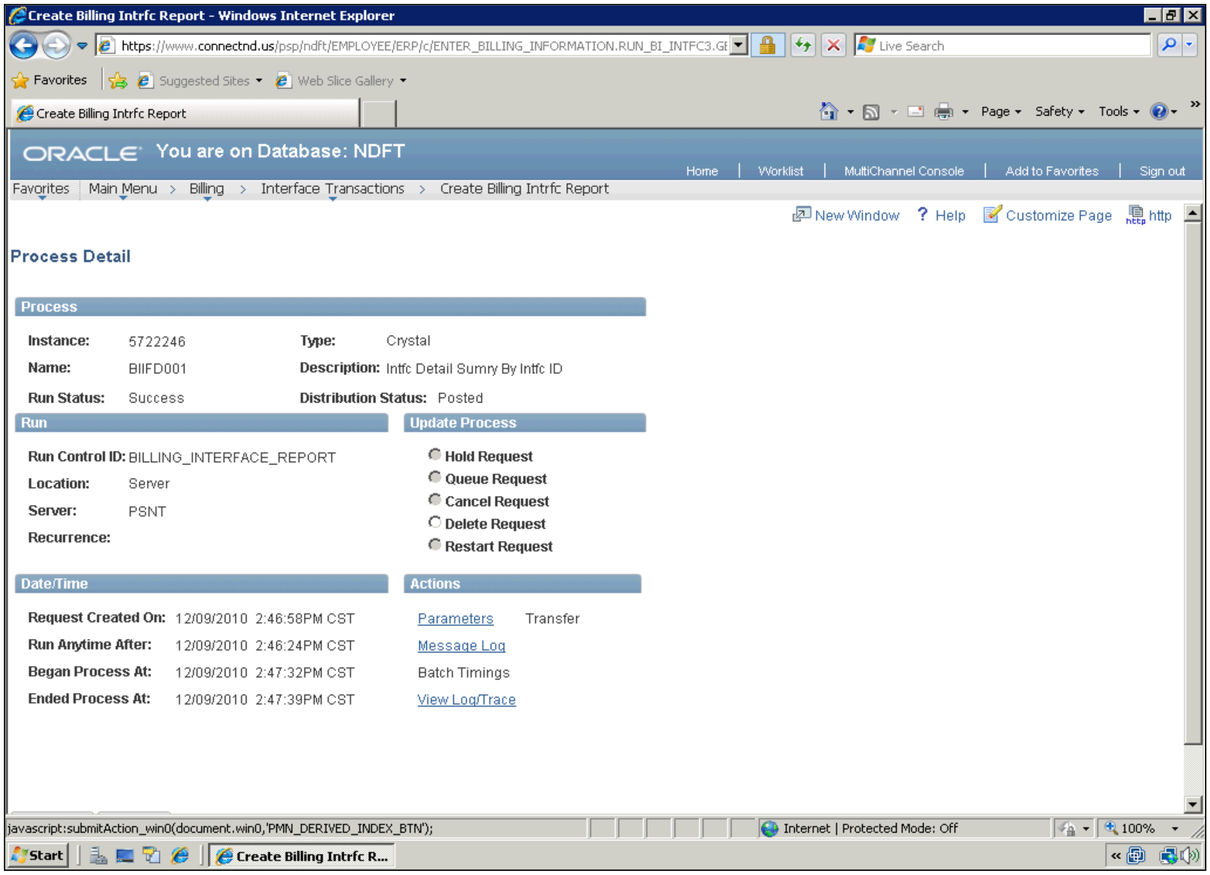
Step	Action
11.	Select the **Intfc Detail Sumry By Intfc ID** option.
12.	Click the **OK** button.



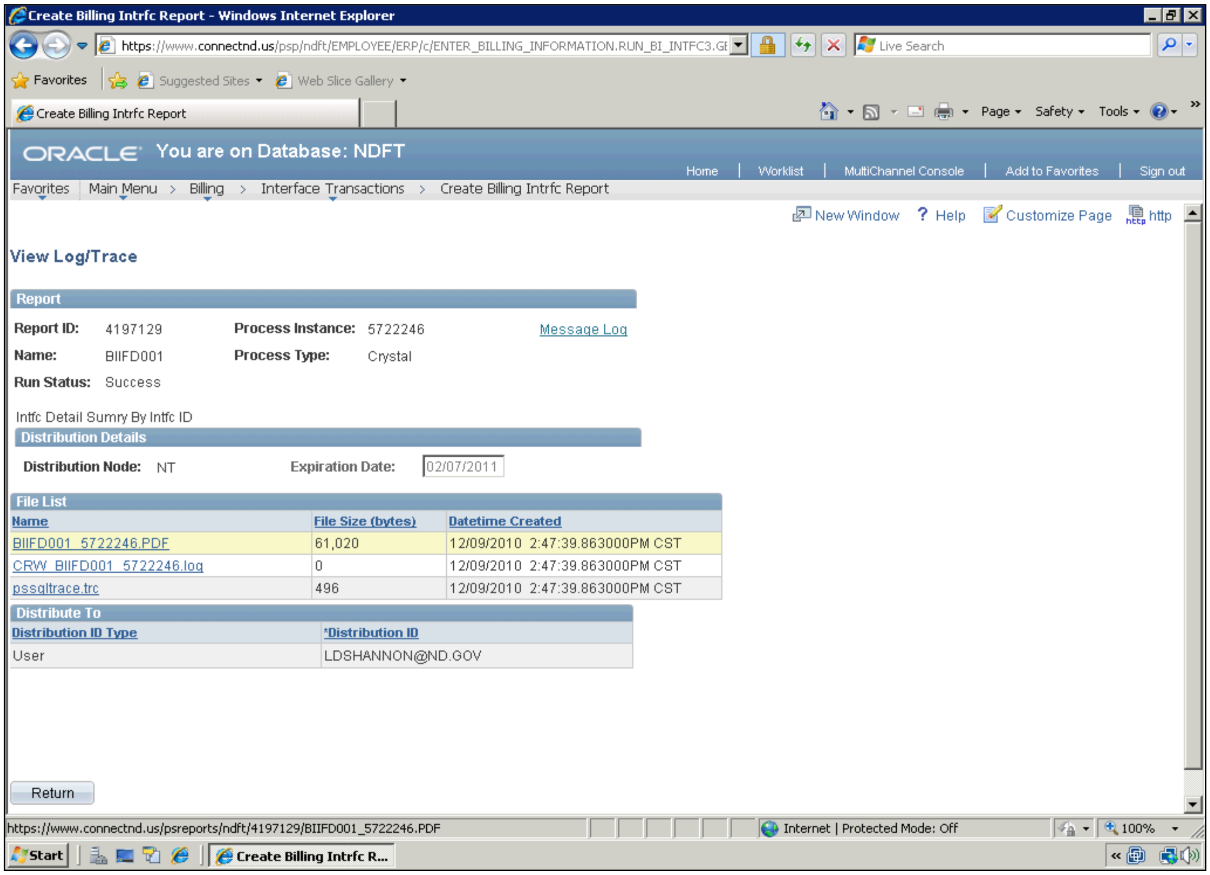
Step	Action
13.	Click the **Process Monitor** link. Process Monitor



Step	Action
14.	Click the **Refresh** button. Refresh
15.	The process is complete when the Run Status is <u>Success</u> and Distribution Status is <u>Posted.</u>
16.	Click the **Details** link. Details



Step	Action
17.	Click the **View Log/Trace** link. View Log/Trace



Step	Action
18.	Click the **BIIFD001_5722246.PDF** link. BIIFD001_5722246.PDF
19.	The Interface Detail Summary Report includes detail by Interface ID, Load Status, Unit, Customer and Invoice.
20.	This topic showed how to run a View Billing Interface Completions report. **End of Procedure.**

ST 7.4.4 - Correct Billing Interface Errors

Correct Billing Interface Errors

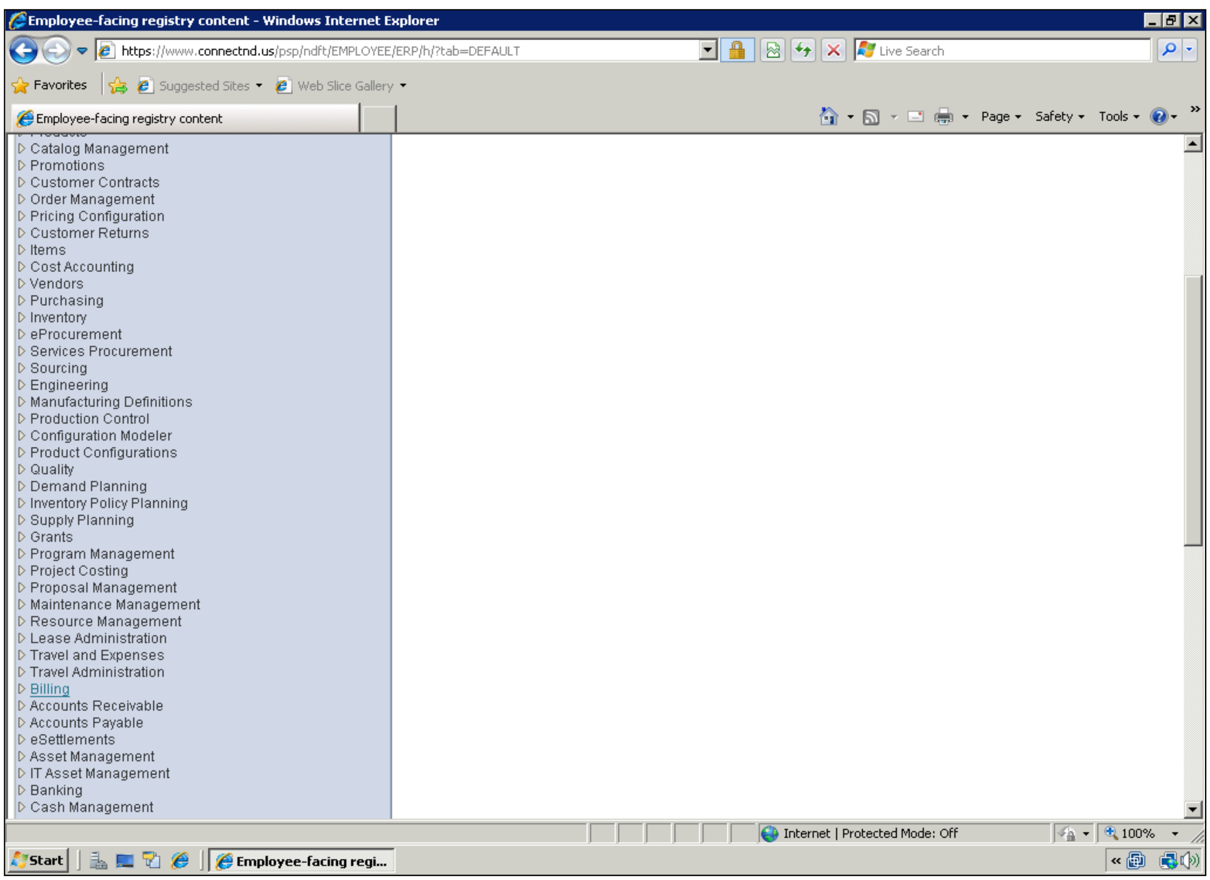
Navigation: Billing > Interface Transactions > Correct Interface Errors

When the Billing Interface status is **ERR**, it indicates that an error occurred and the bill was not created. When bills do not pass the validation process, they remain in the staging area with an error status until the bill is corrected. You can correct the error and re-run the Billing Interface Process to create the bill.

DO NOT run the Load Billing Interface (ST 7.4.1) process again as this will error in the system.

Procedure

This topic shows how to Correct Billing Interface Errors.



Step	Action
1.	Click the **Billing** link. Billing
2.	Click the **Interface Transactions** link. Interface Transactions
3.	Click the **Correct Interface Errors** link. Correct Interface Errors
4.	Type the Interface ID in the Interface ID field and click Search. If there are errors, the Process Interface Billing (PS_INTFC_BI) page will identify the error. Fix the error and Save. Continue with the Billing Interface process.
5.	This topic showed how to Correct Billing Interface Errors. **End of Procedure.**

ST Lesson 7.5 - Generating Invoices

Generating Invoices

An invoice is the document that you send to your customer requesting payment for goods, services provided, or both. In PeopleSoft, after you create a bill, you can generate an invoice if the necessary header and line information is entered and the bill status is **RDY** (Ready).

When a bill is created, the default bill status is generally **NEW**. You can change the bill status in two ways: manually change the status of each bill or use the **Bill Status Change** (ST 7.5.1 - Bill Status Change) process.

ST 7.5.1 - Bill Status Change

Bill Status Change

Navigation: Billing > Maintain Bills > Change Status of Bills

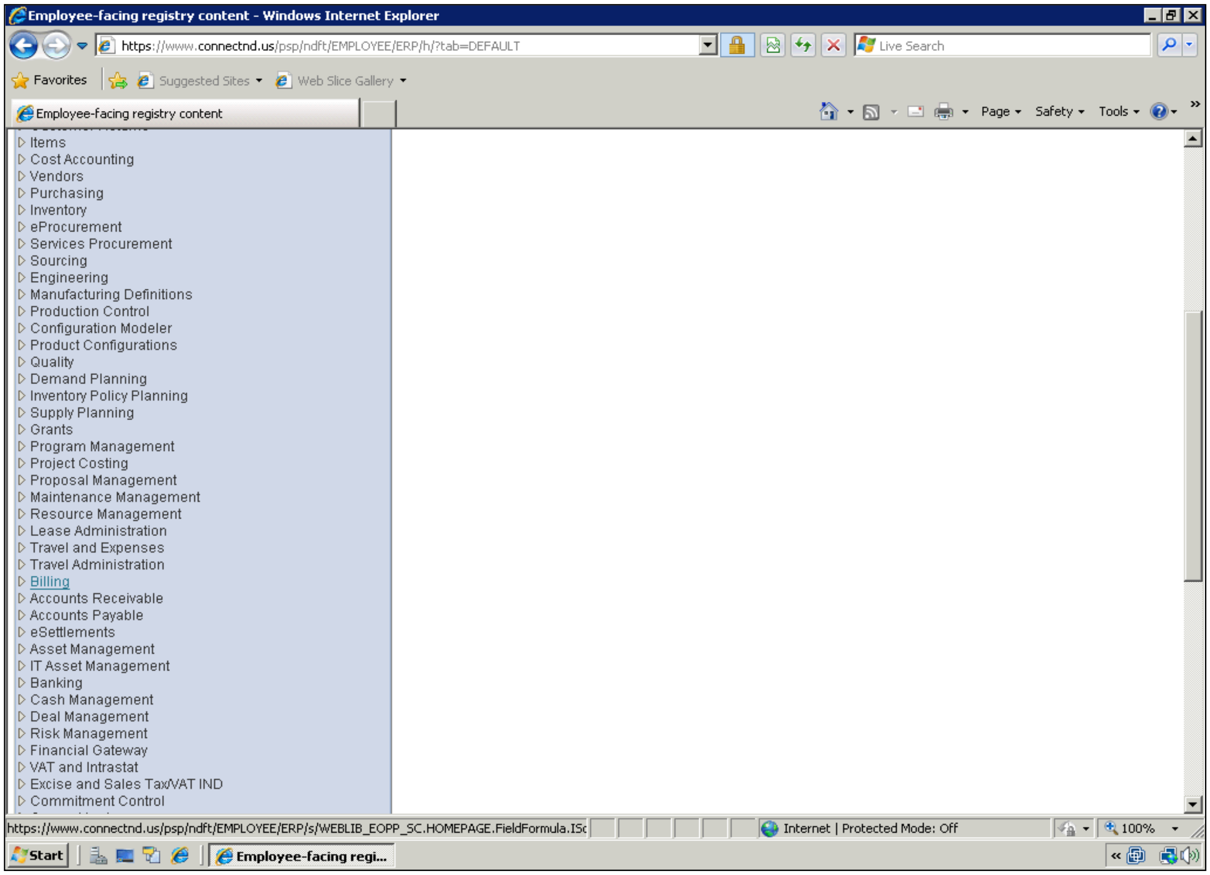
You can change the status for a group of bills having the status of New, Hold, Ready, Pending, or Canceled to New, Hold, or Ready. This can help you prepare for the invoicing procedures.

To change the status for a group of bills, perform the following steps:

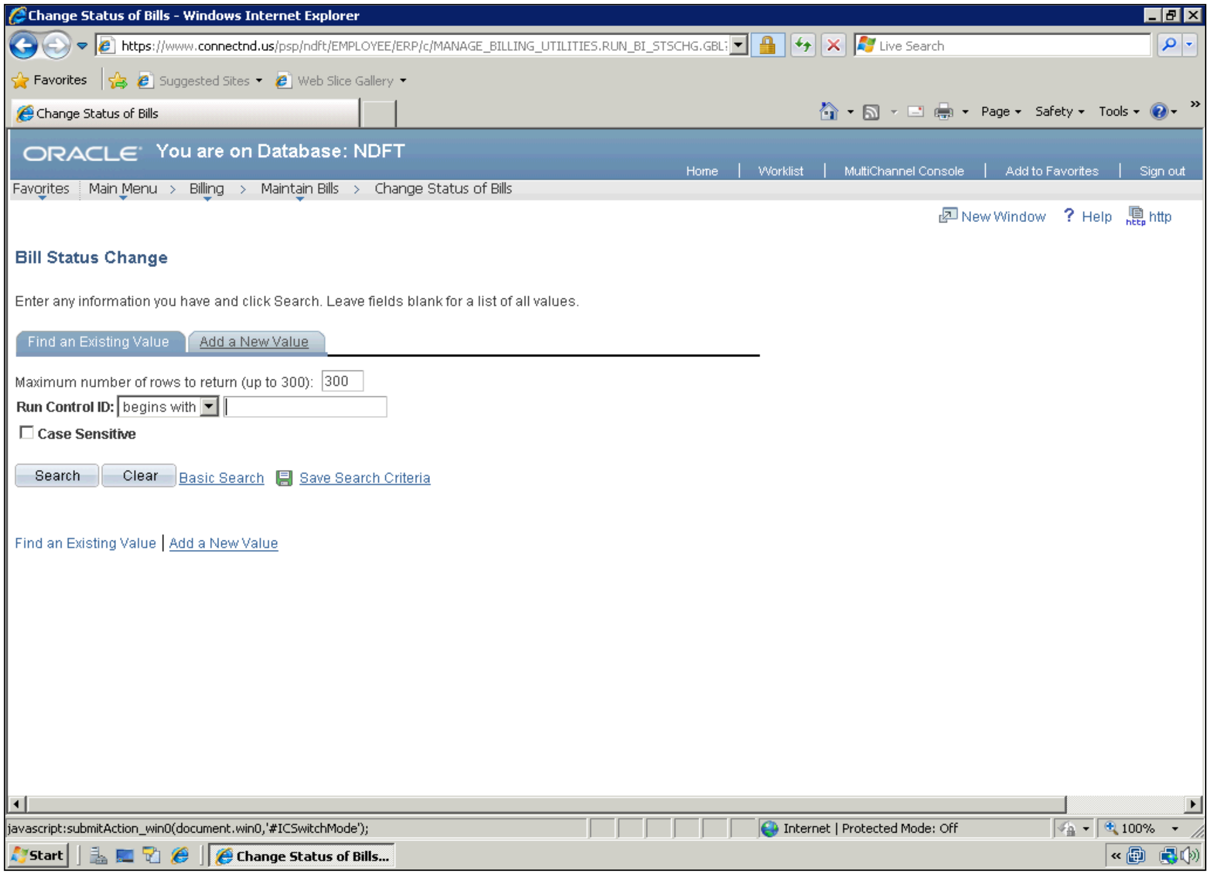
- Perform search to find bills that require status change.
- Run the Status Change process.
- View the pro forma invoice (optional).
- Perform search to confirm bill status change.

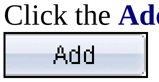
Procedure

This topic shows how to run a Bill Status Change.

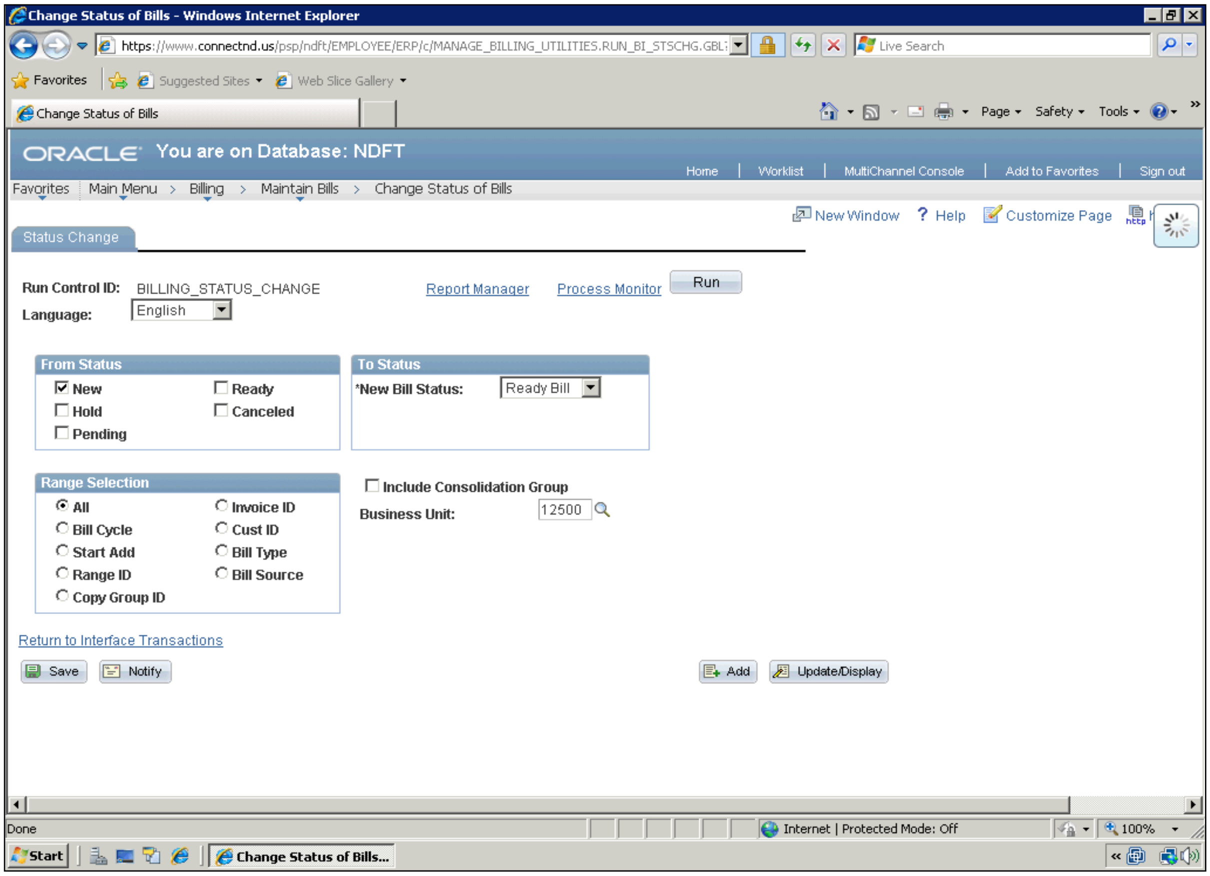


Step	Action
1.	Click the **Billing** link. ▷ Billing
2.	Click the **Maintain Bills** link. Maintain Bills
3.	Click the **Change Status of Bills** link. Change Status of Bills

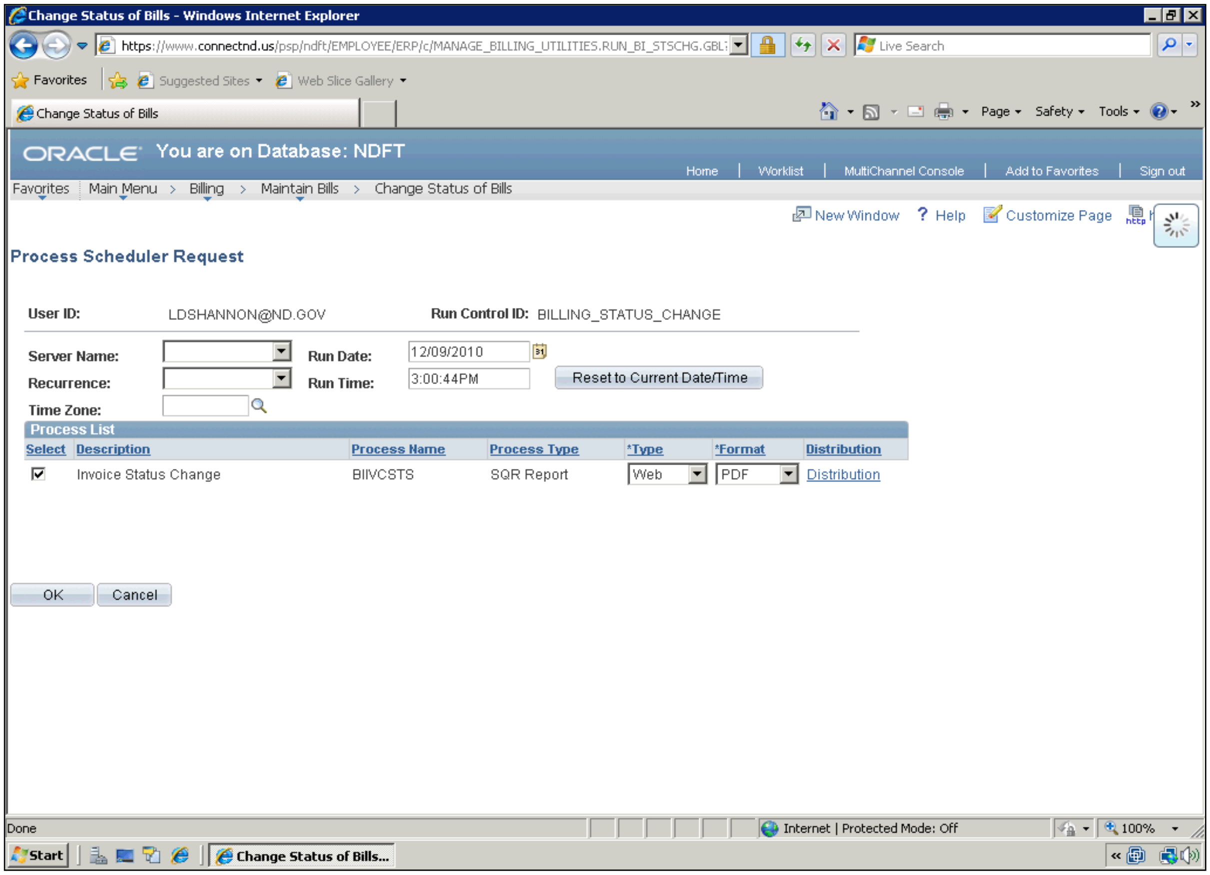


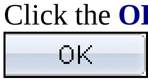
Step	Action
4.	Click the **Add a New Value** tab. 
5.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.
6.	Enter the desired information into the **Run Control ID** field. Enter "**BILLING_STATUS_CHANGE**".
7.	Click the **Add** button. 

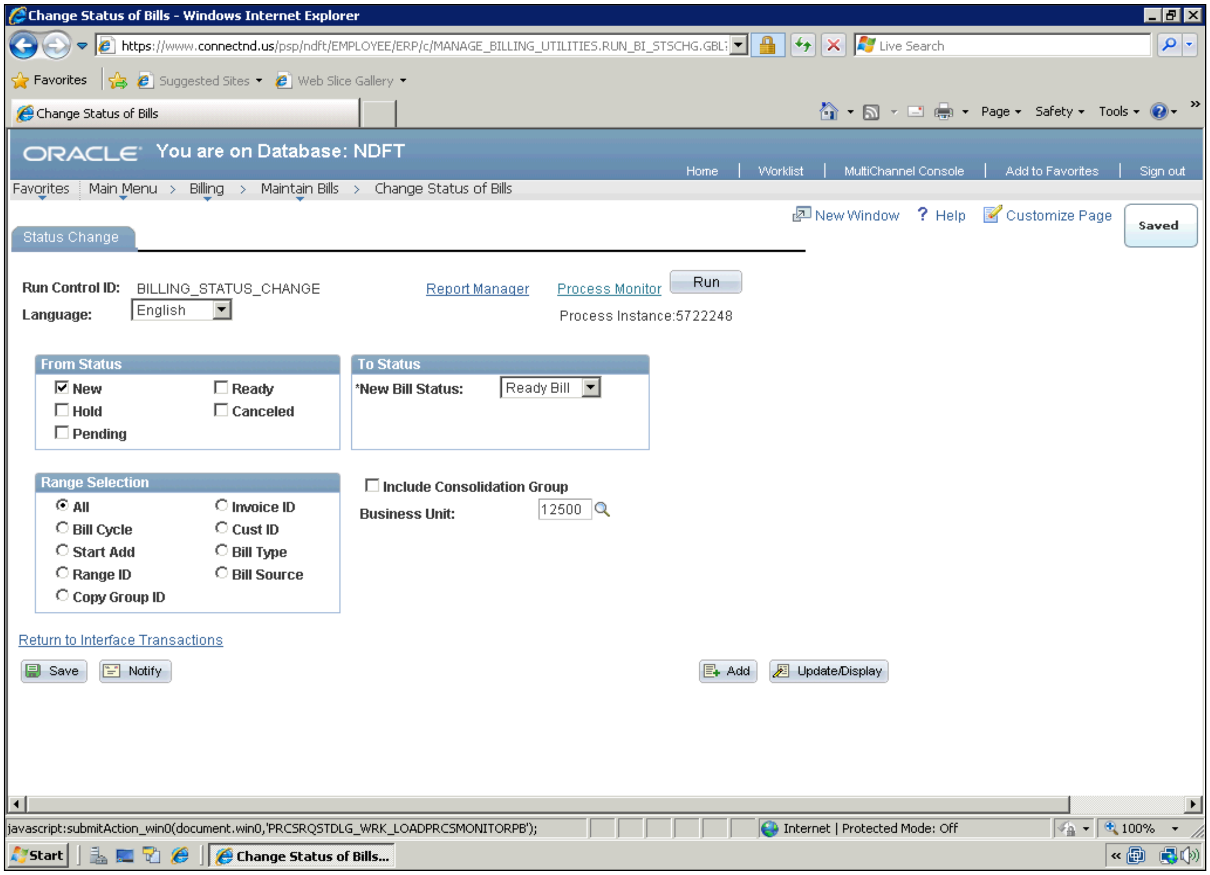
Step	Action
8.	Make sure the From Status, To Status and Range Selection parameters are selected on the Status Change screen.



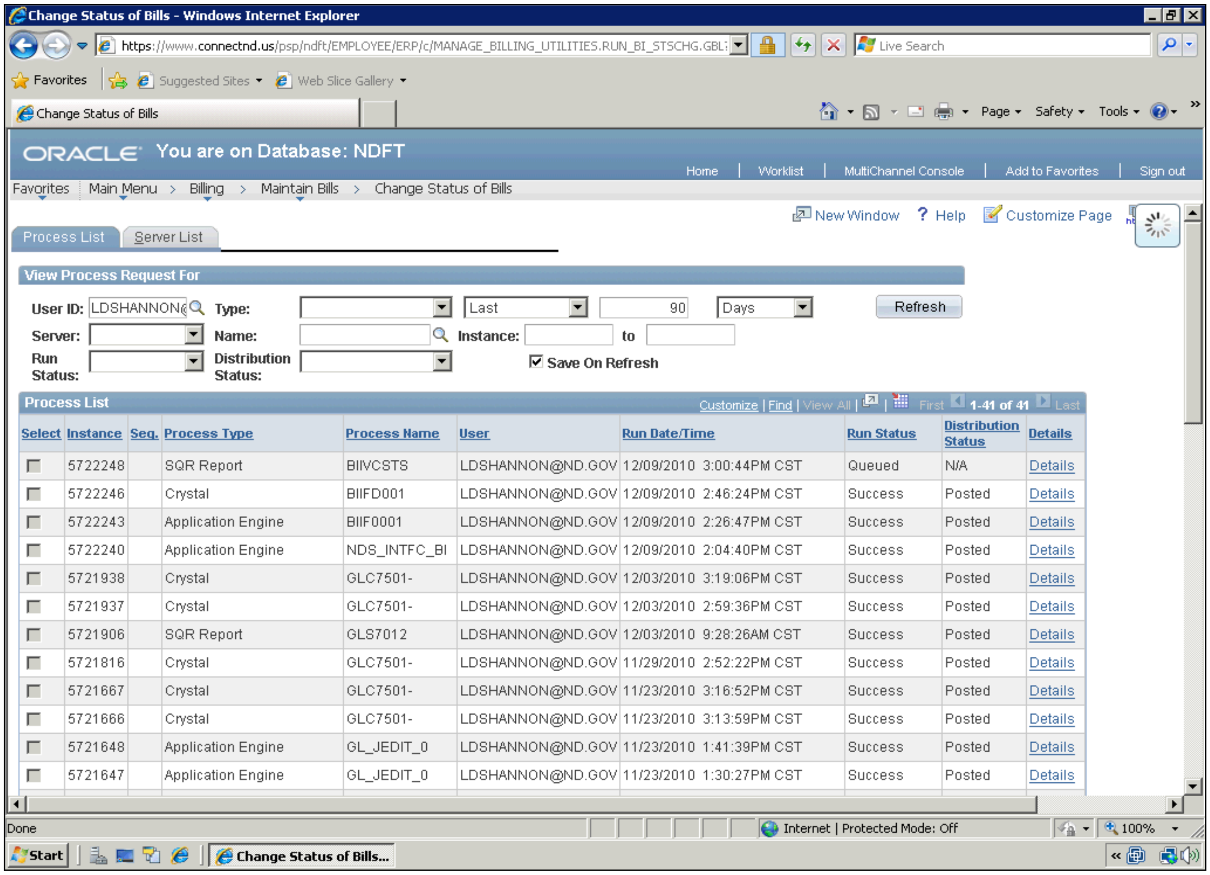
Step	Action
9.	Click the **Run** button. 



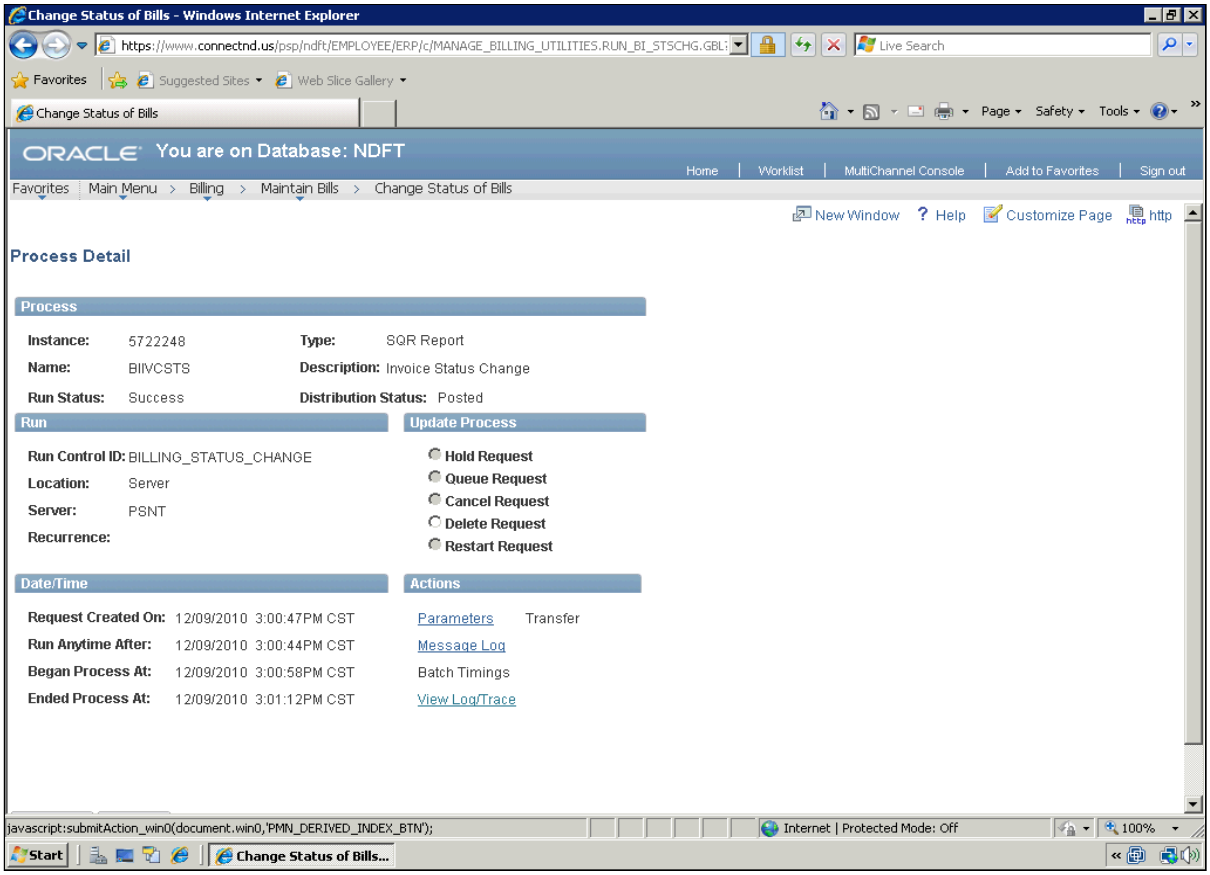
Step	Action
10.	Click the **OK** button. 



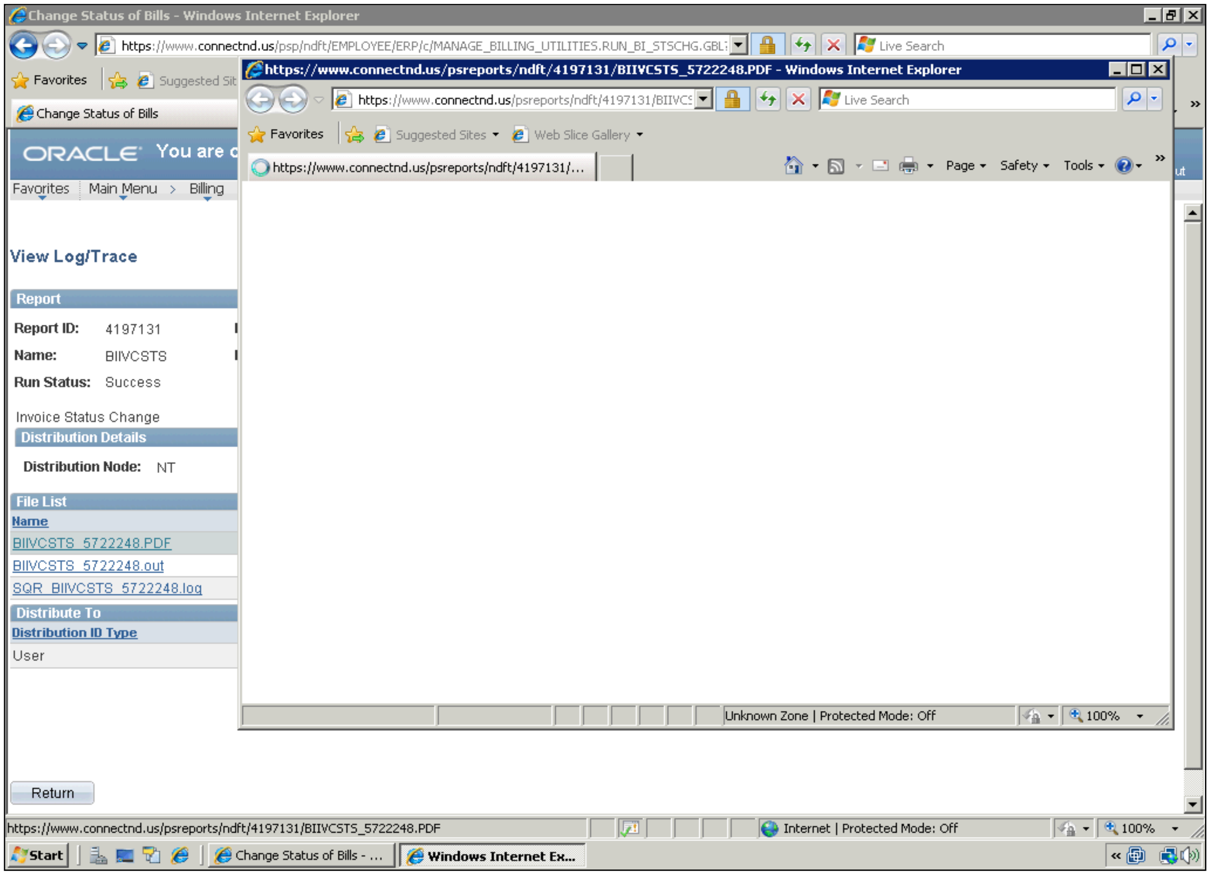
Step	Action
11.	Click the **Process Monitor** link. Process Monitor



Step	Action
12.	Click the **Refresh** button. Refresh
13.	The process is complete when the Run Status is Success and Distribution Status is Posted.
14.	Click the **Details** link. Details



Step	Action
15.	Click the **View Log/Trace** link. View Log/Trace



Step	Action
16.	Click the **BIIVCSTS_5722248.PDF** link. BIIVCSTS_5722248.PDF
17.	The Invoice Status Change Report displays Status, Bill Type, Customer Name, Customer Number and Error Message (if applicable) .
18.	This topic showed how to run a Bill Status Change. **End of Procedure.**

ST 7.5.2 - Printing Pro Forma Invoices

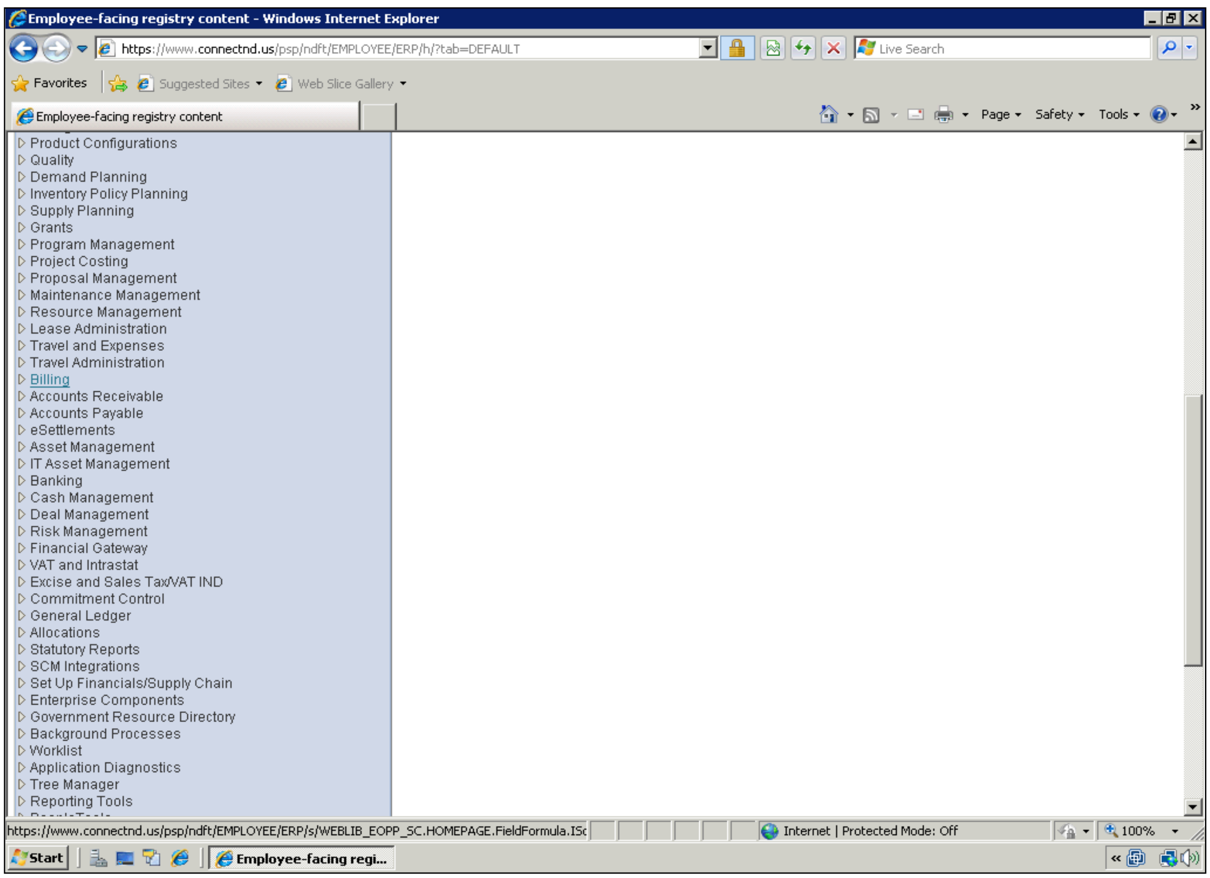
Printing Pro Forma Invoices

Navigation: Billing > Generate Invoices > Non-Consolidated > Print Pro Forma

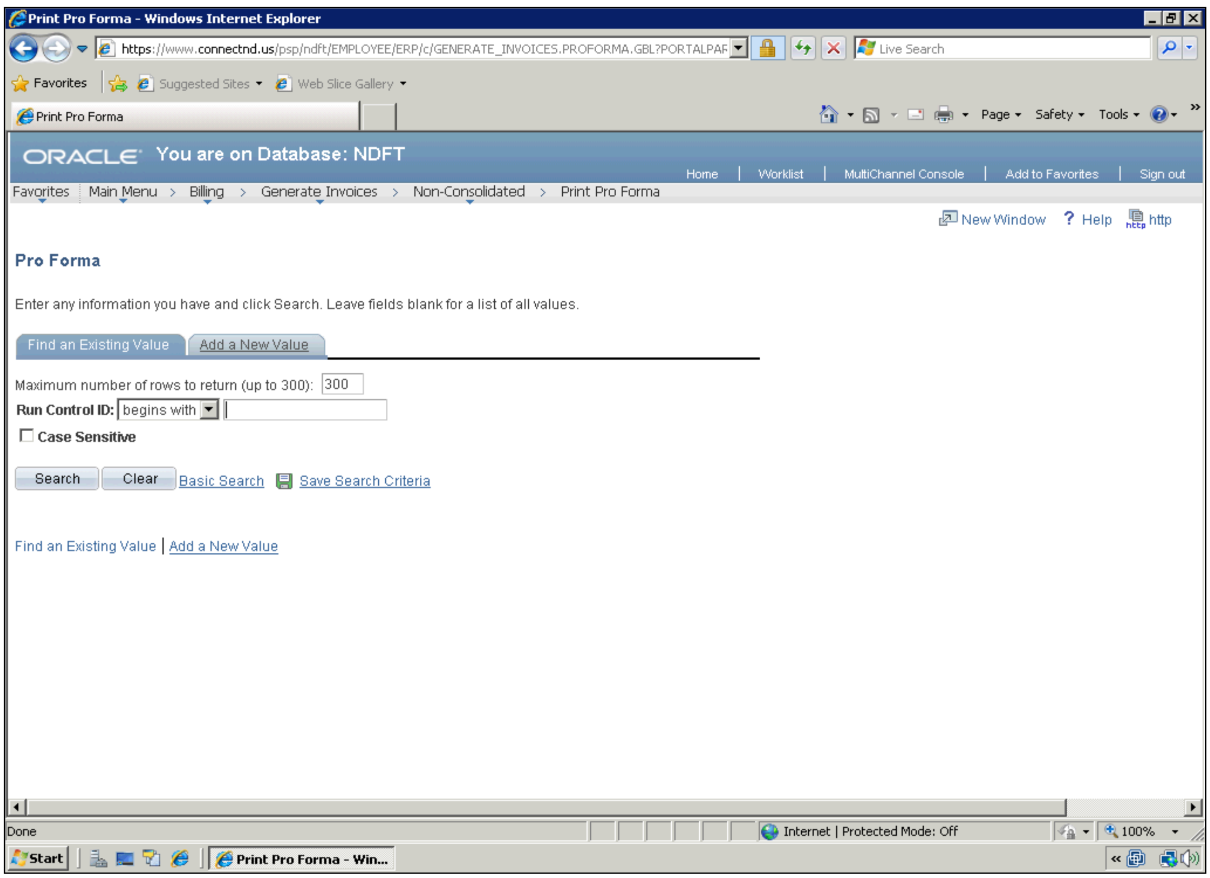
A Pro Forma is identical to an invoice except for two things: the word "Pro Forma" appears at the top of the page instead of "Invoice," and the estimated due date is printed instead of the actual due date. You can generate a Pro Forma before or after bills are in the **RDY** state, since you are producing a "sample" invoice. Printing Pro Forma enables you to correct errors before bills are invoiced.

Procedure

This topic shows how to Print Pro Forma Invoices.

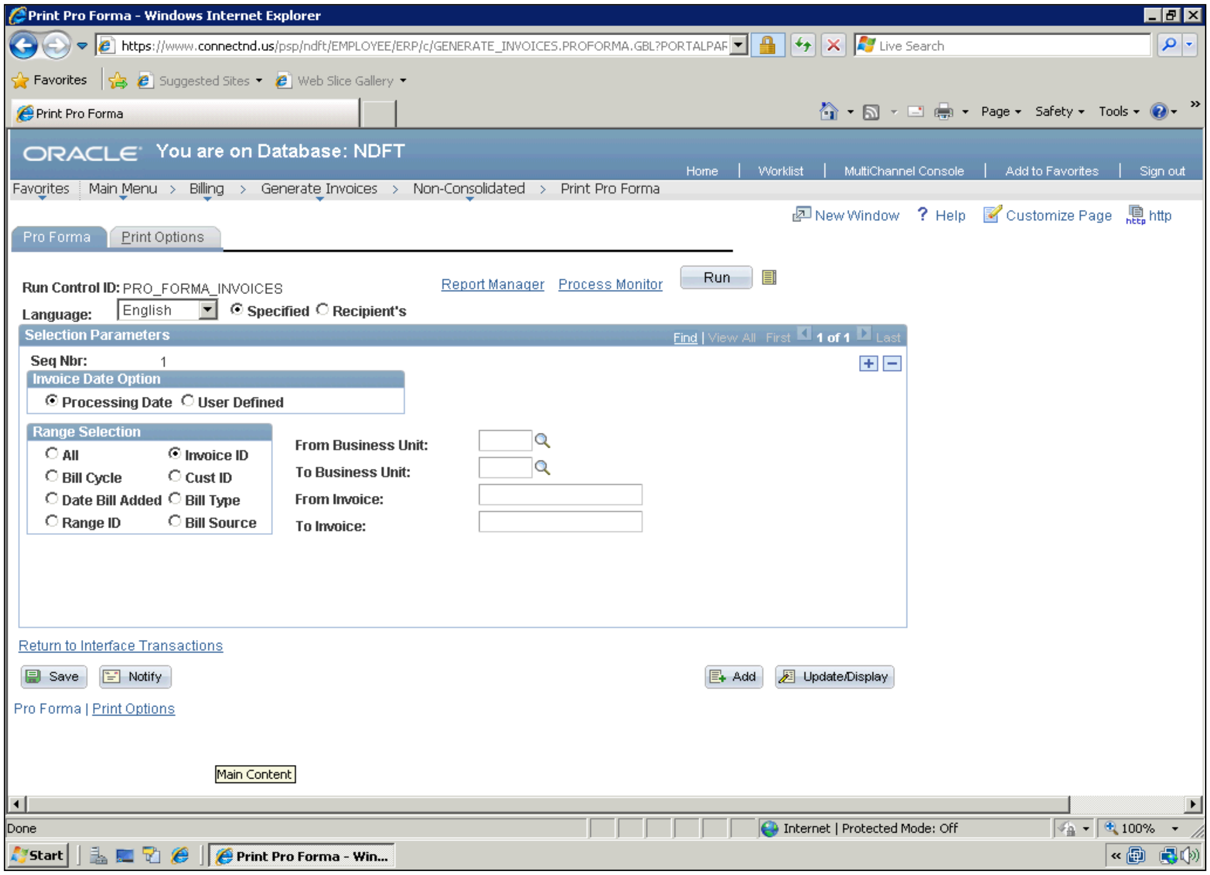


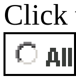
Step	Action
1.	Click the **Billing** link. Billing
2.	Click the **Generate Invoices** link. Generate Invoices
3.	Click the **Non-Consolidated** link. Non-Consolidated
4.	Click the **Print Pro Forma** link. Print Pro Forma

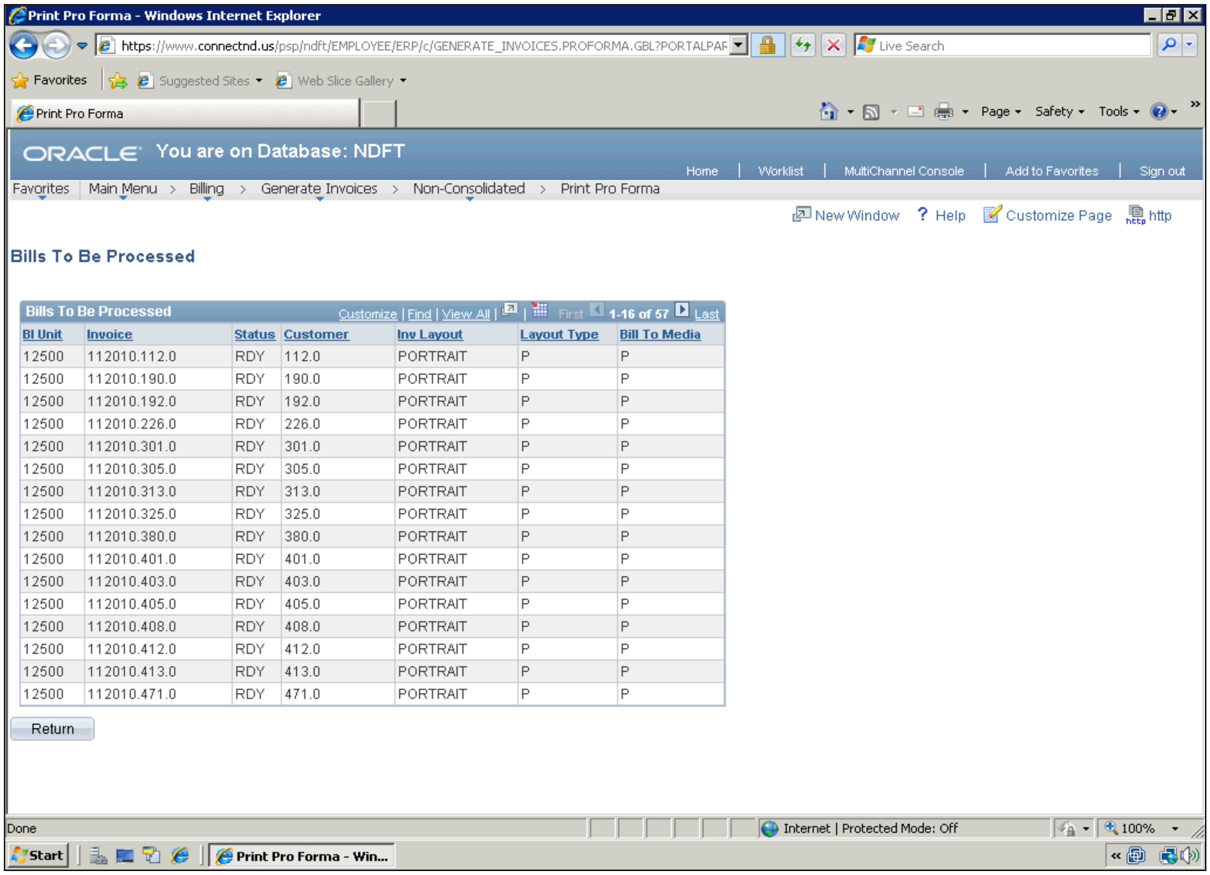


Step	Action
5.	Click the **Add a New Value** tab. Add a New Value

Step	Action
6.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.
7.	Enter the desired information into the **Run Control ID** field. Enter "**PRO_FORMA_INVOICES**".
8.	Click the **Add** button. 
9.	The page parameters should be selected to run the invoices for a specified customer (Select Specified) and the Invoice Date Option should be Processing Date. The Range Selection can vary depending on how you want the system to filter the results.

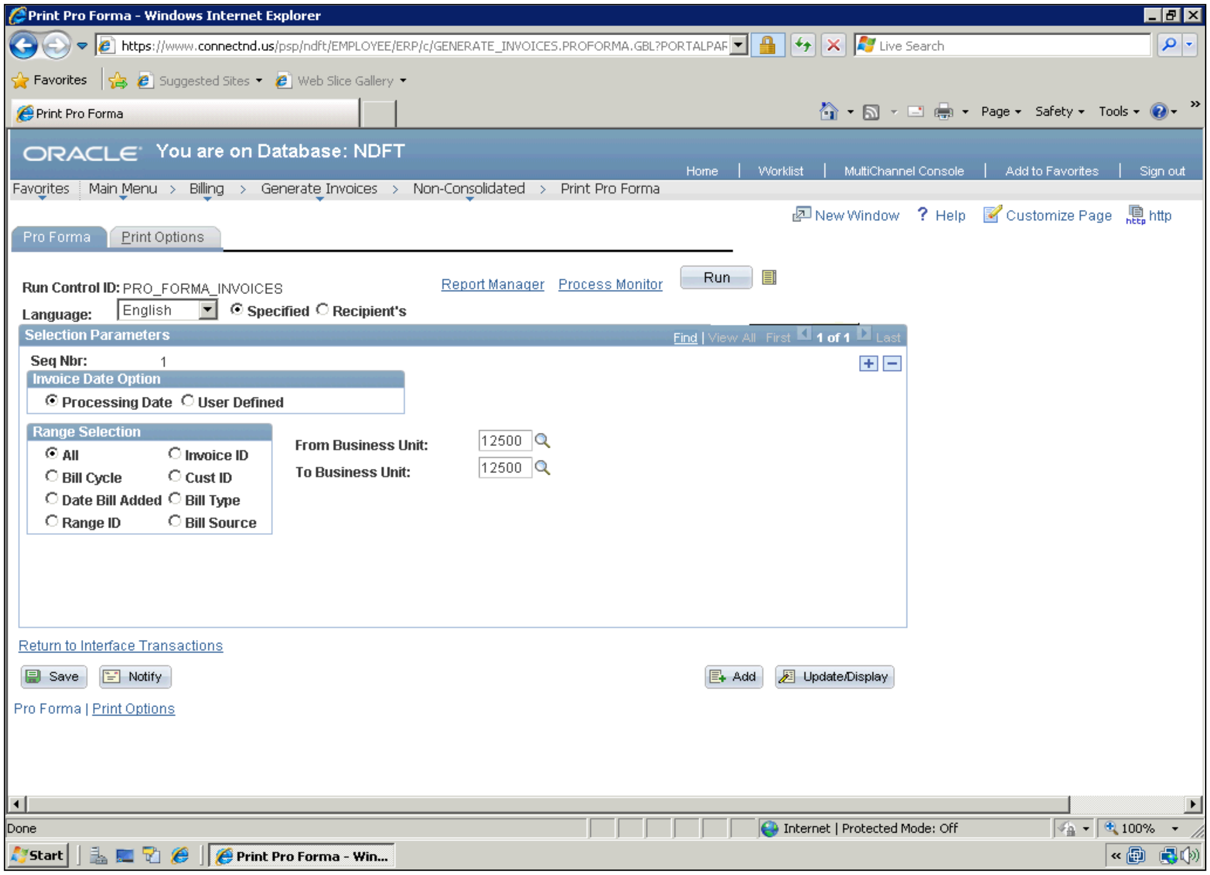


Step	Action
10.	The All Range Selection will select all the invoices staged for the Pro Forma run. Click the **All** option. 
11.	Click the **Bills To Be Processed** button. 

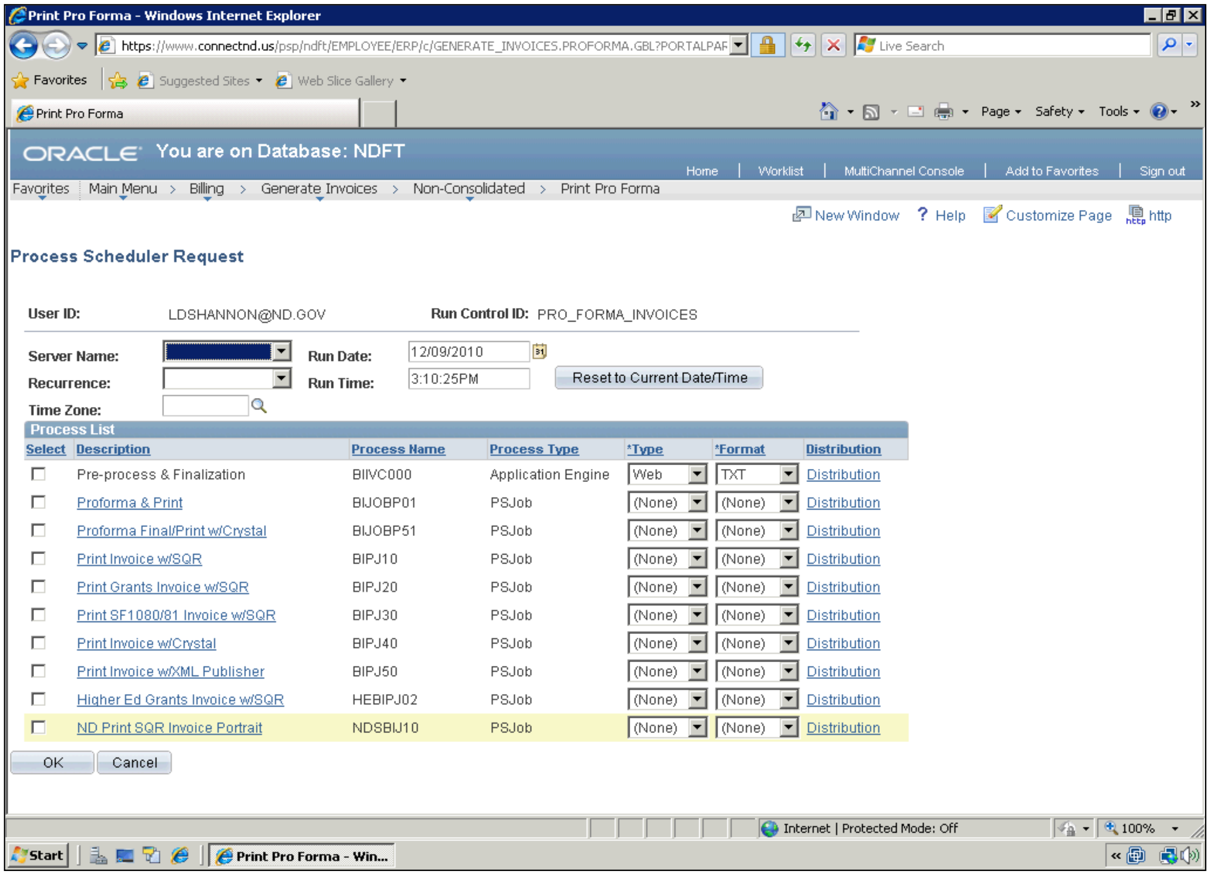


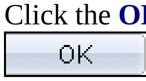
Bl Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
12500	112010.112.0	RDY	112.0	PORTRAIT	P	P
12500	112010.190.0	RDY	190.0	PORTRAIT	P	P
12500	112010.192.0	RDY	192.0	PORTRAIT	P	P
12500	112010.226.0	RDY	226.0	PORTRAIT	P	P
12500	112010.301.0	RDY	301.0	PORTRAIT	P	P
12500	112010.305.0	RDY	305.0	PORTRAIT	P	P
12500	112010.313.0	RDY	313.0	PORTRAIT	P	P
12500	112010.325.0	RDY	325.0	PORTRAIT	P	P
12500	112010.380.0	RDY	380.0	PORTRAIT	P	P
12500	112010.401.0	RDY	401.0	PORTRAIT	P	P
12500	112010.403.0	RDY	403.0	PORTRAIT	P	P
12500	112010.405.0	RDY	405.0	PORTRAIT	P	P
12500	112010.408.0	RDY	408.0	PORTRAIT	P	P
12500	112010.412.0	RDY	412.0	PORTRAIT	P	P
12500	112010.413.0	RDY	413.0	PORTRAIT	P	P
12500	112010.471.0	RDY	471.0	PORTRAIT	P	P

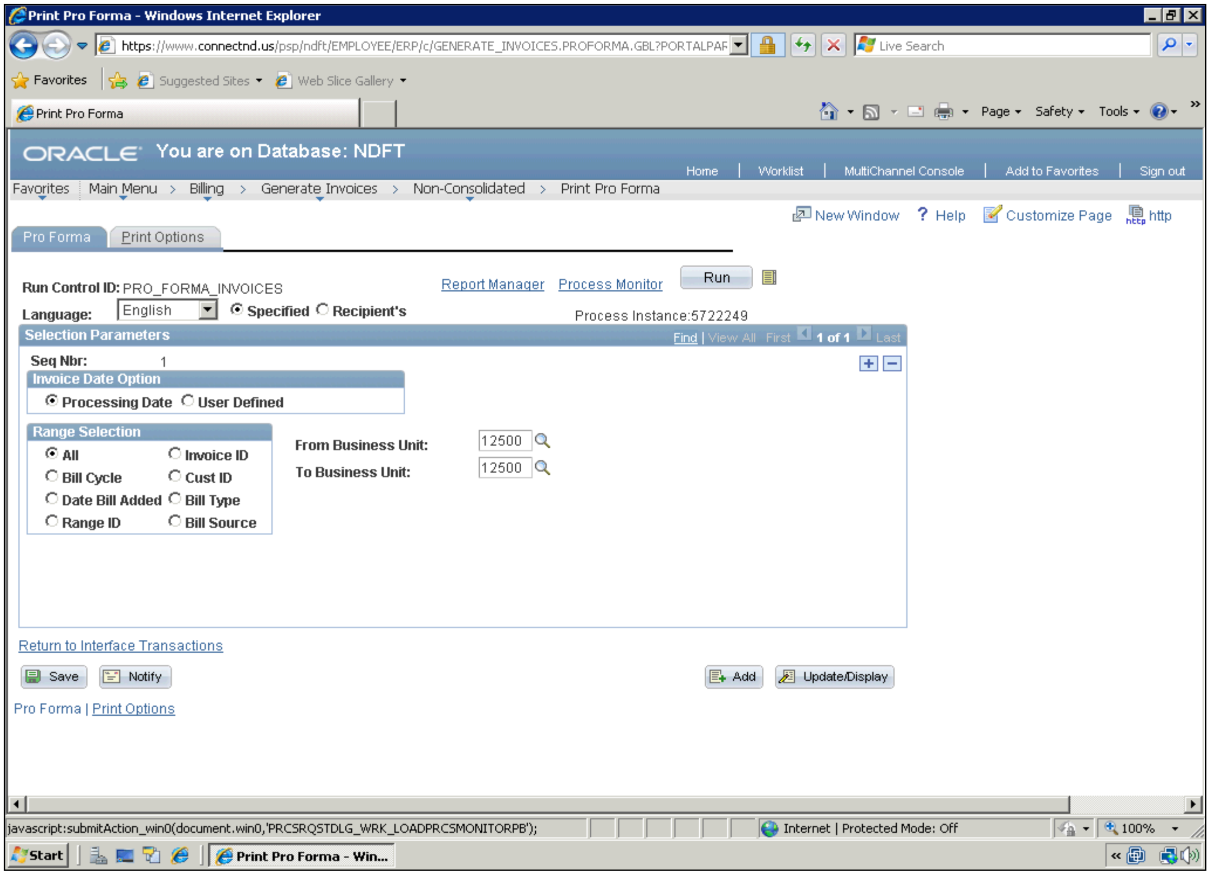
Step	Action
12.	Click the **Return** button. Return



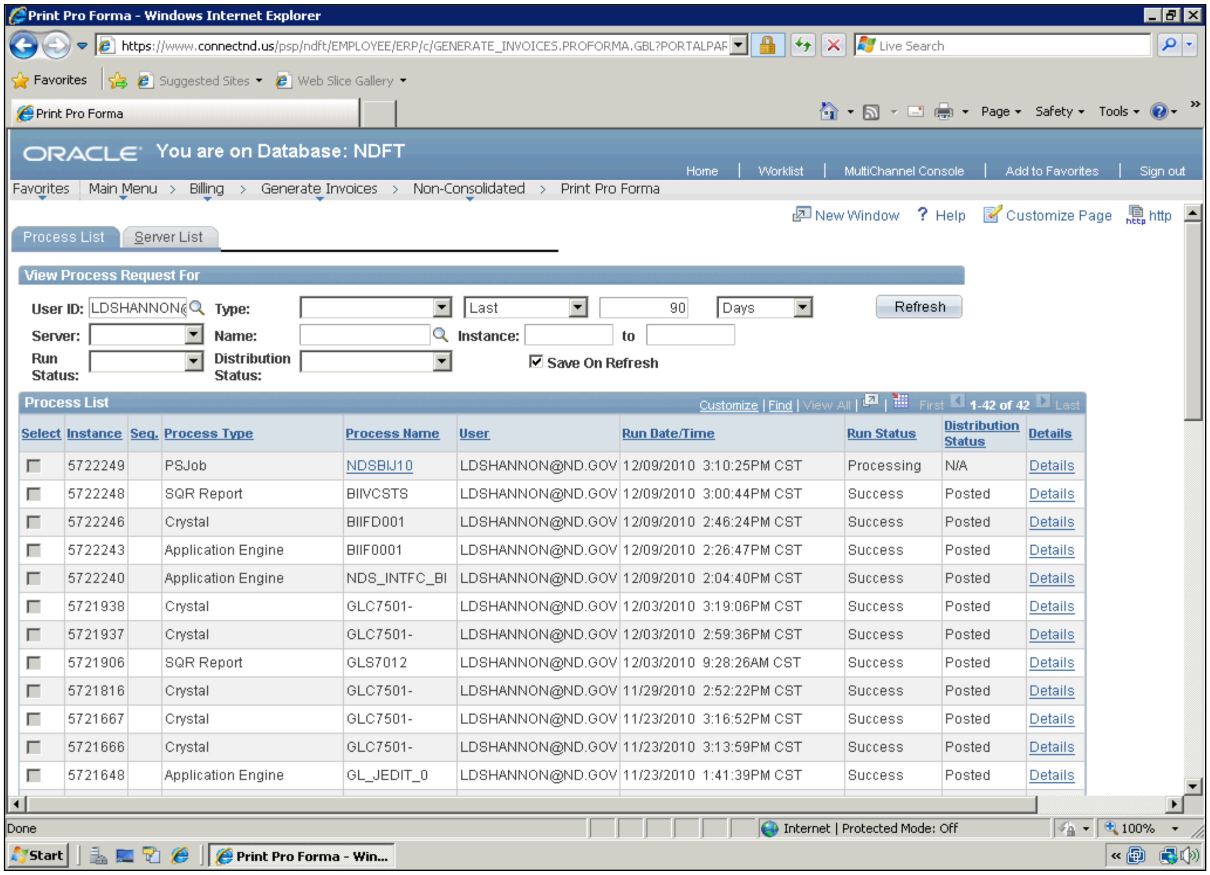
Step	Action
13.	Click the **Run** button. Run



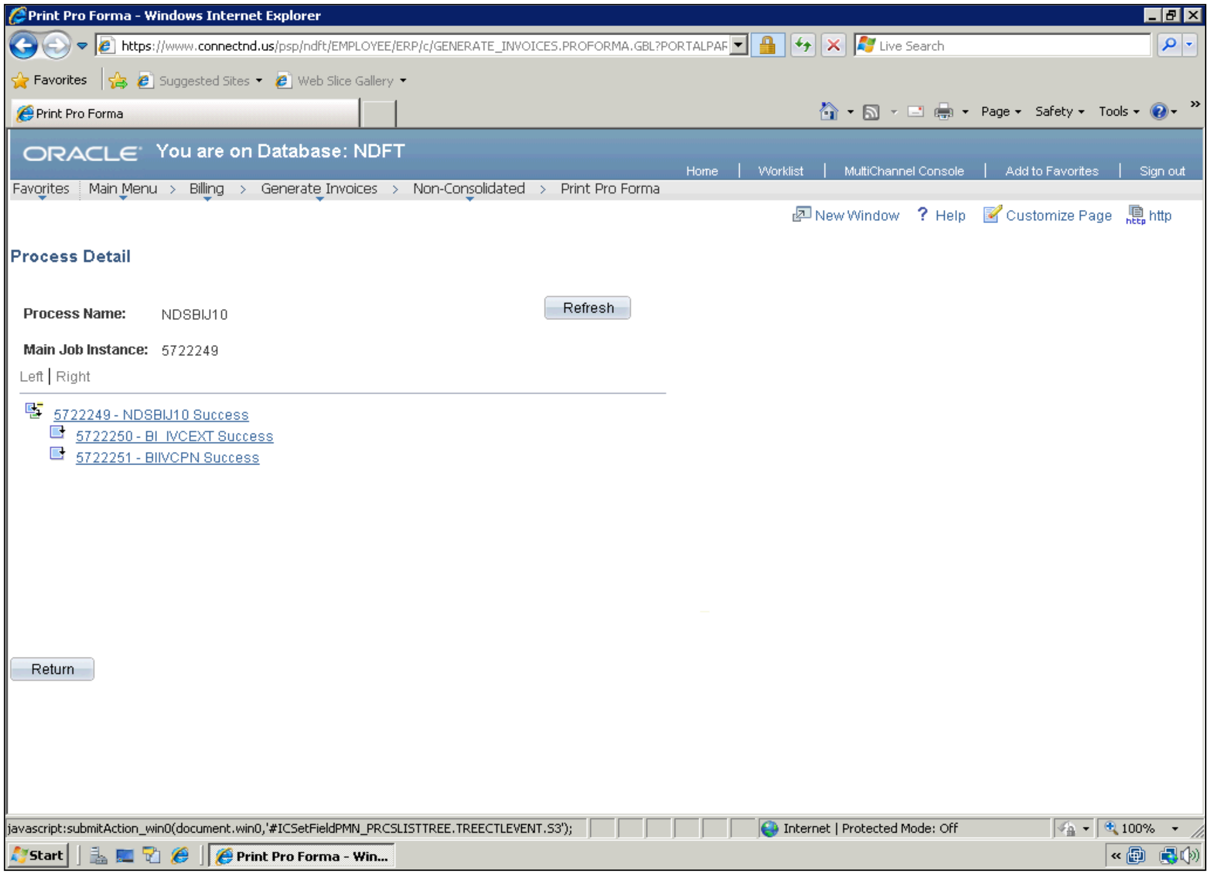
Step	Action
14.	Select the **ND Print SQR Invoice Portrait** option. 
15.	Click the **OK** button. 



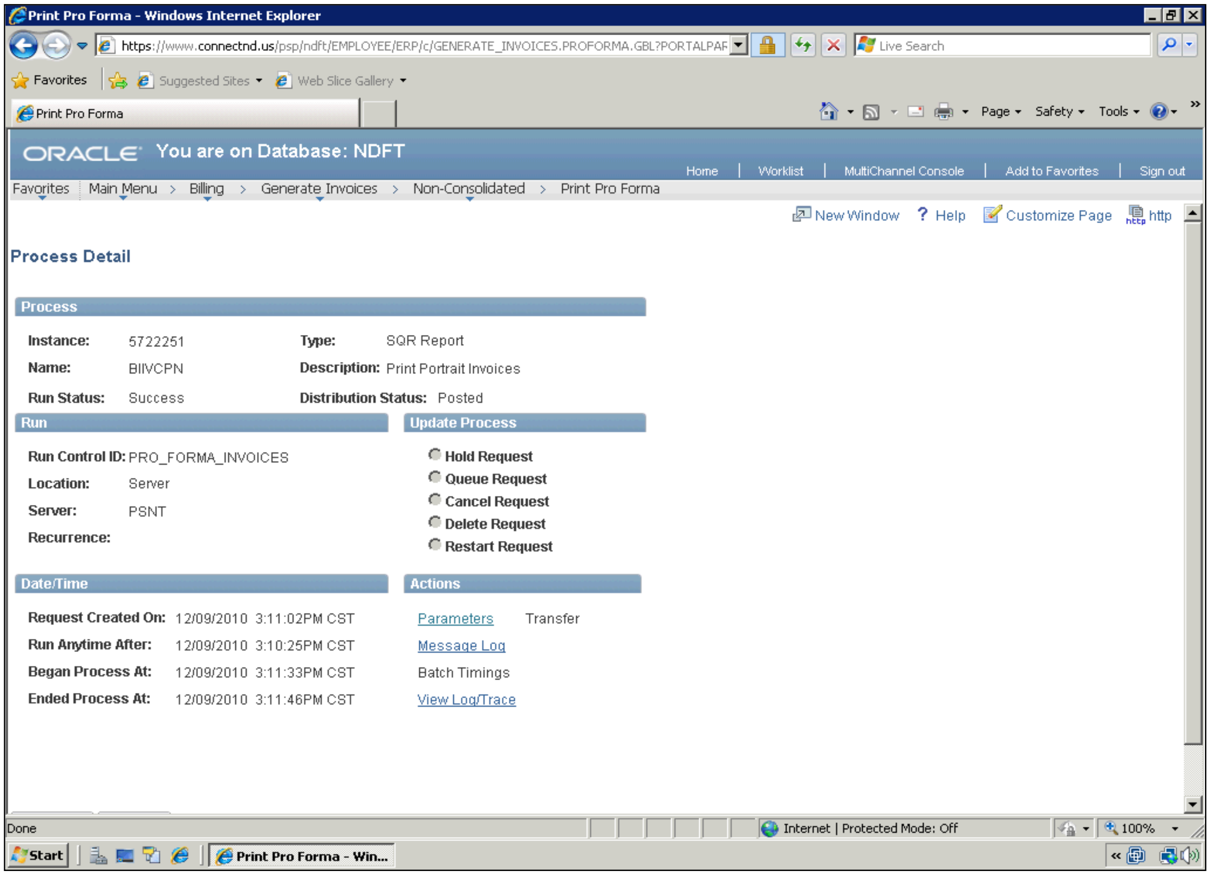
Step	Action
16.	Click the **Process Monitor** link. Process Monitor



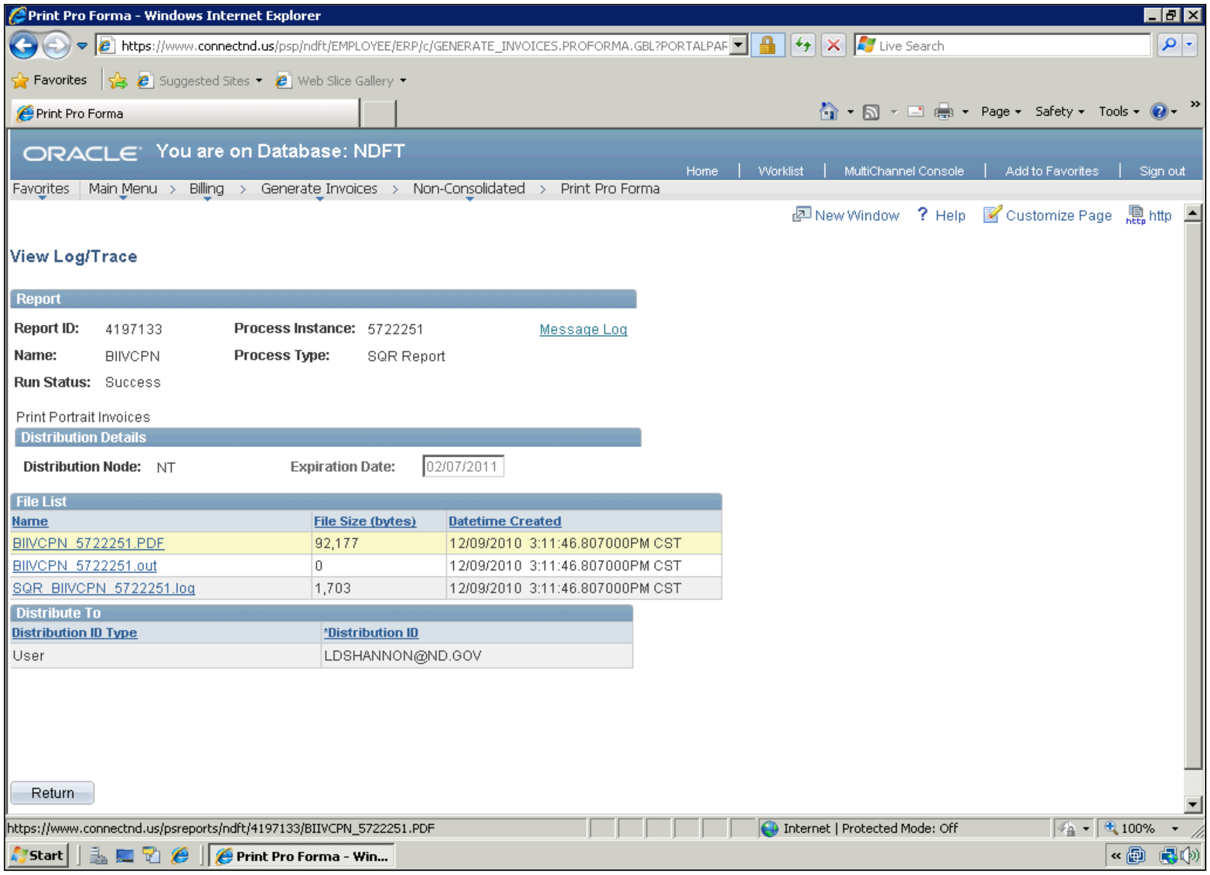
Step	Action
17.	Click the **Refresh** button. Refresh
18.	The process is complete when the Run Status is Success and Distribution Status is Posted.
19.	Click the **NDSBIJ10** link. NDSBIJ10



Step	Action
20.	Click the **5722251 - BIIVCPN Success** link. 5722251 - BIIVCPN Success



Step	Action
21.	Click the **View Log/Trace** link. View Log/Trace



Step	Action
22.	Click the **BIIVCPN_5722251.PDF** link. BIIVCPN_5722251.PDF
23.	The PRO FORMA invoices are ready to be viewed or printed.
24.	This topic showed how to Print Pro Forma Invoices. **End of Procedure.**

ST 7.5.3 - Running/Printing Single Action Invoice

Running/Printing Single Action Invoice

Navigation: Billing > Generate Invoices > Non-Consolidated > Single Action Invoice

Single Action Invoicing:

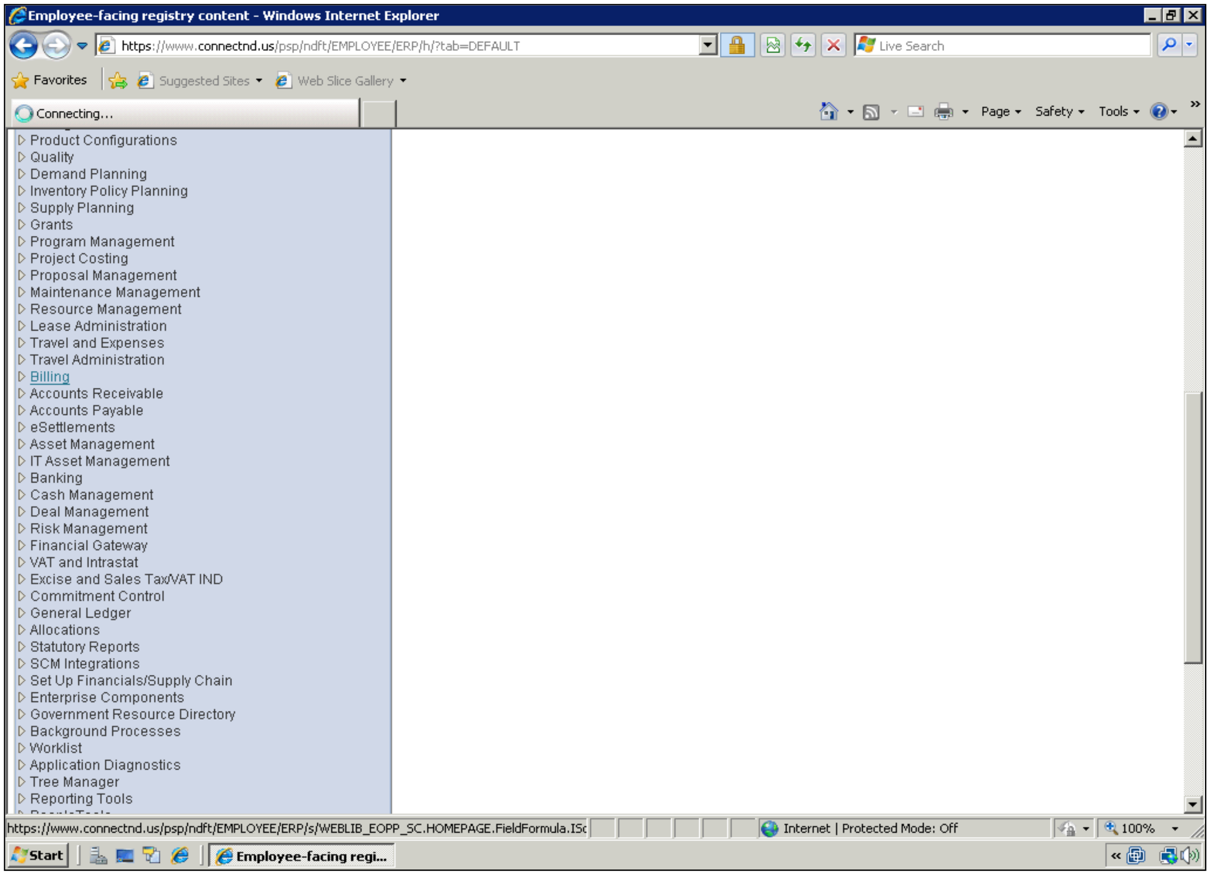
- Includes a number of processes in a single action.
- Provides processing options for all of these processes from one control page.
- Eliminates the need to navigate to multiple pages to set up processing options.

The Single Action process links the following processes:

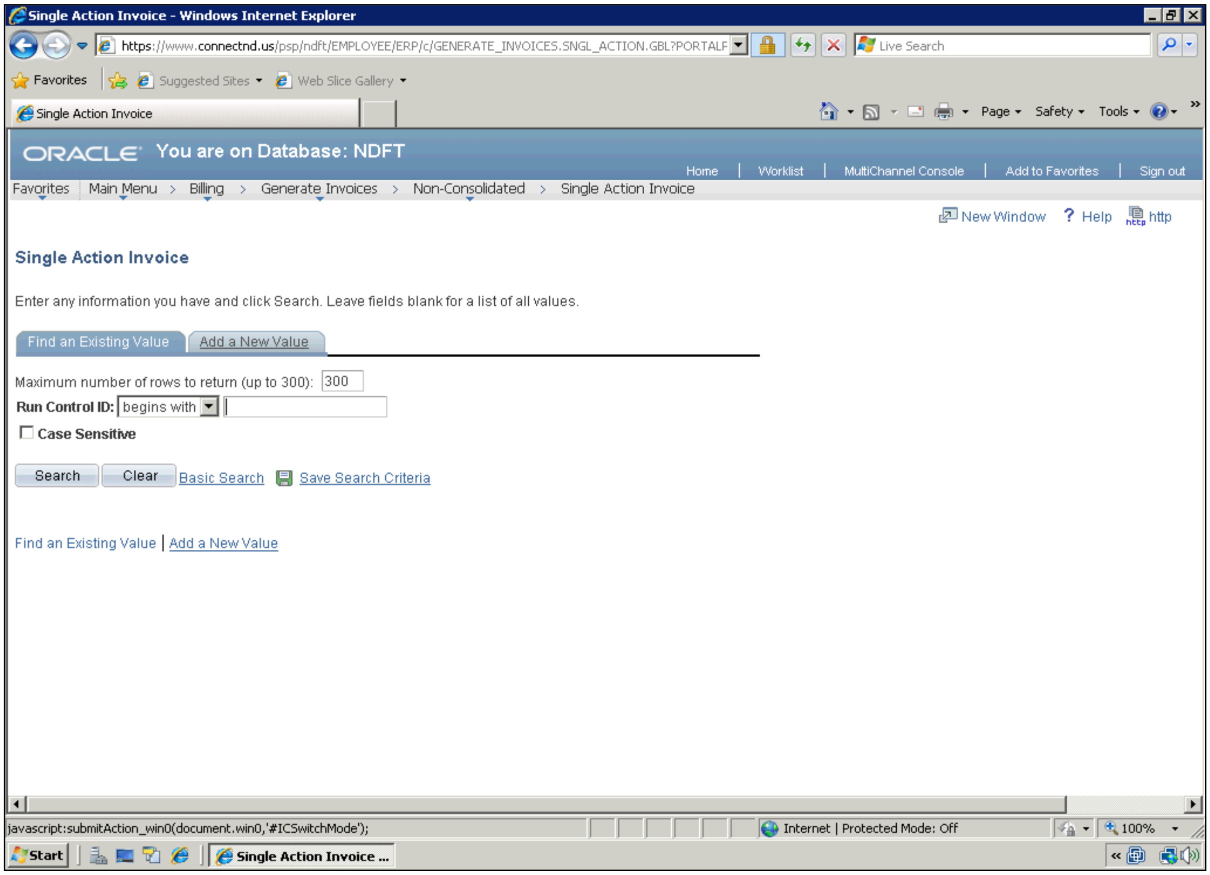
- **Finalize and Print**: Pre-processes and finalizes specified bills, prints formatted invoices, and prints invoice information to the extract tables
- **Currency Conversion**: Processes multicurrency transactions
- **Load AR Pending Items**: Populates the pending items table for bills so that you can post invoicing information to your customers' accounts
- **Load GL Accounting Entries**: Places billing data on export tables for subsequent processing by the general ledger
- **Generate AP Vouchers**: Places voucher for InterUnit invoices on export tables for subsequent processing by accounts payable

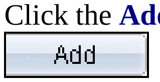
Procedure

This topic shows how to Run a Single Action Invoice.

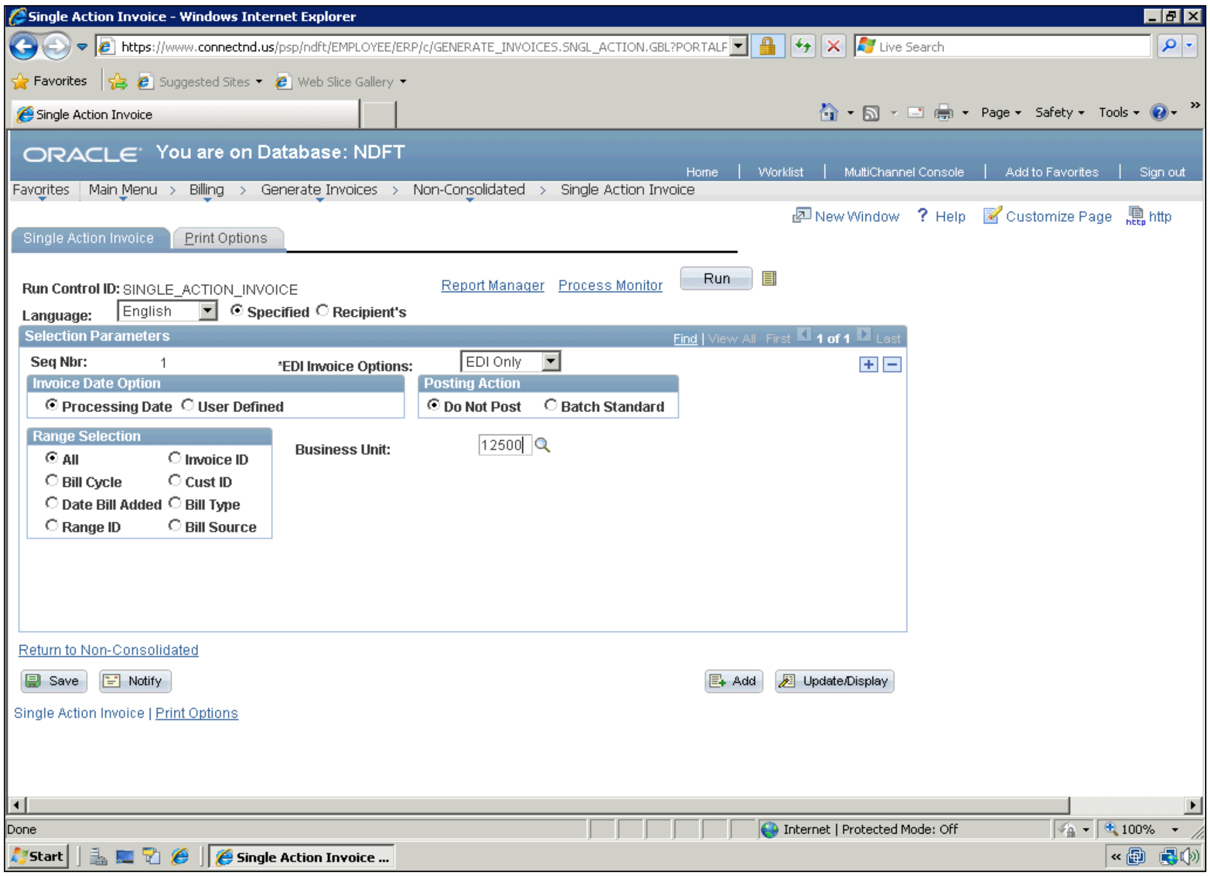


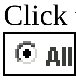
Step	Action
1.	Click the **Billing** link. Billing
2.	Click the **Generate Invoices** link. Generate Invoices
3.	Click the **Non-Consolidated** link. Non-Consolidated
4.	Click the **Single Action Invoice** link. Single Action Invoice

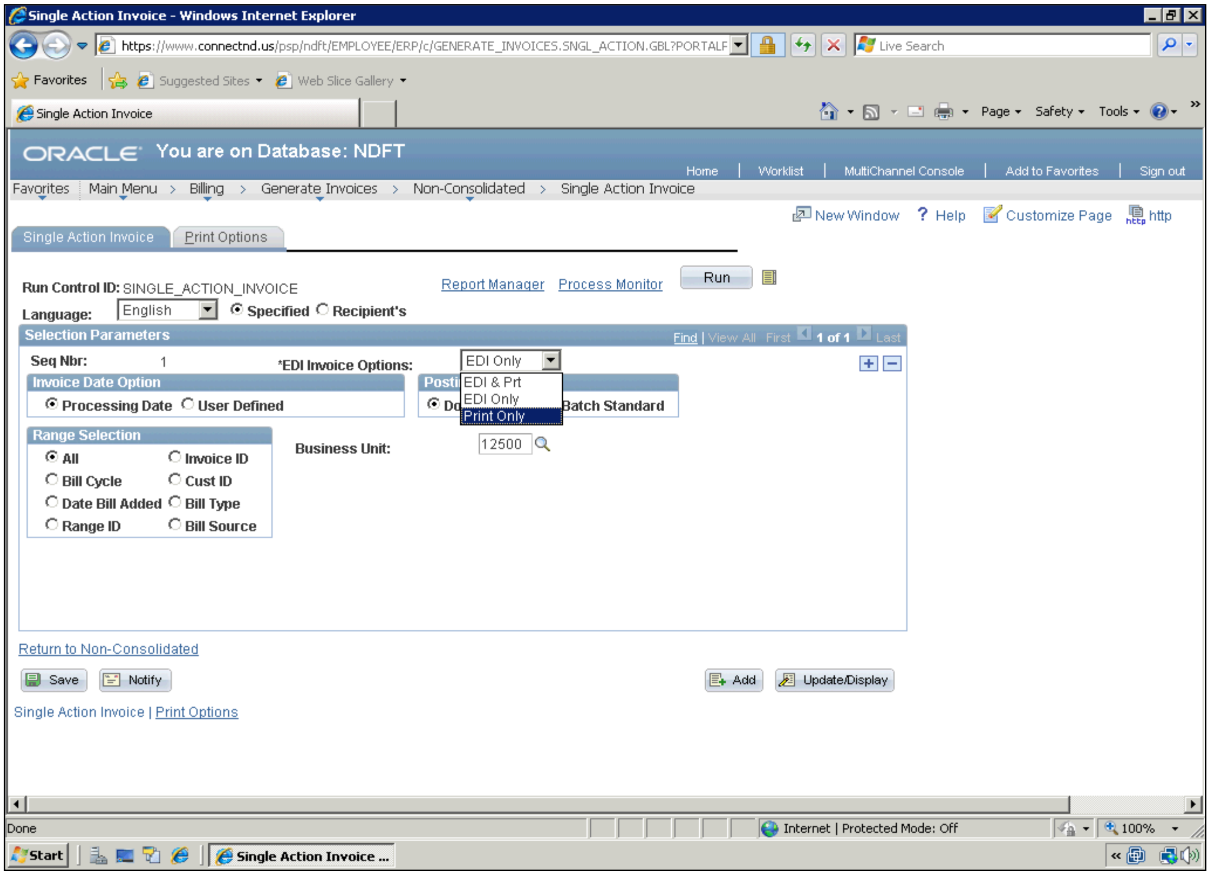


Step	Action
5.	Click the **Add a New Value** tab. 
6.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.
7.	Enter the desired information into the **Run Control ID** field. Enter "**SINGLE_ACTION_INVOICE**".
8.	Click the **Add** button. 

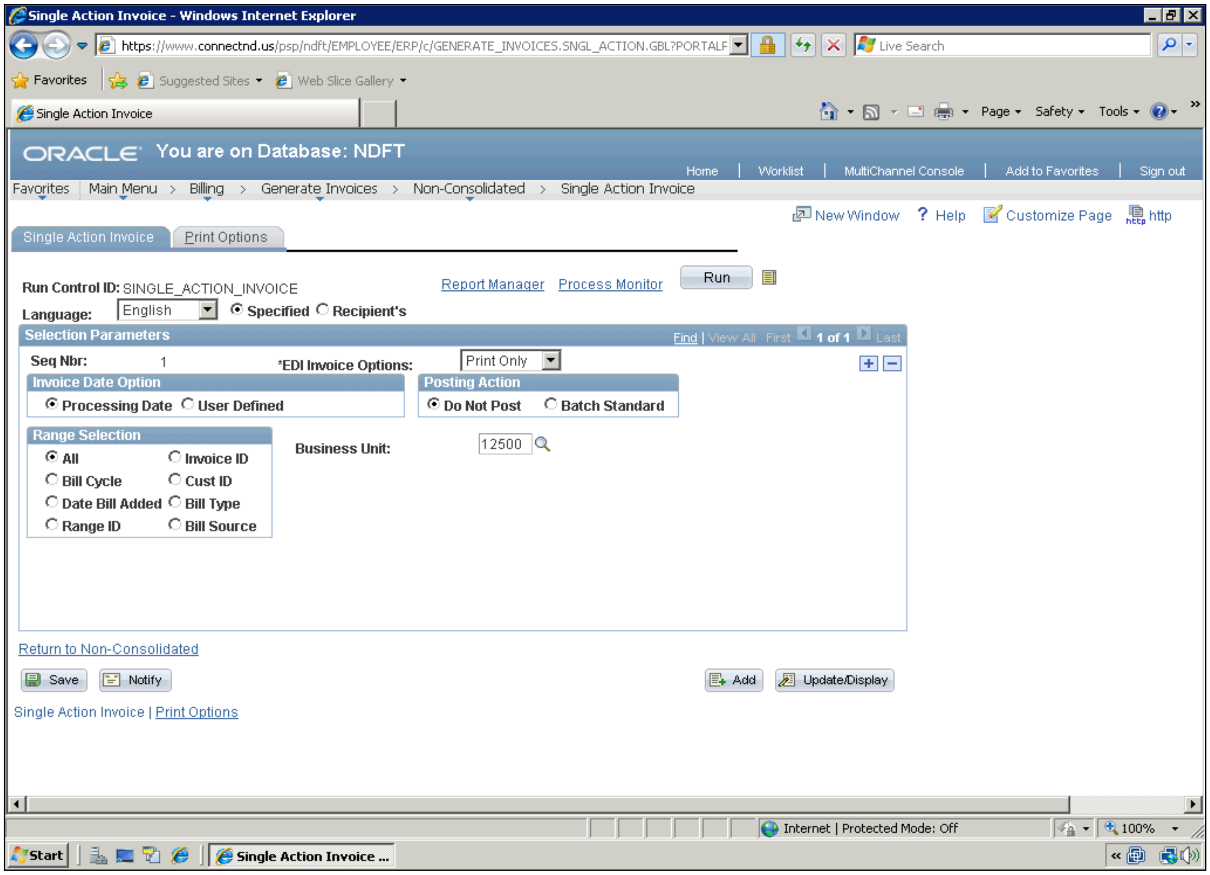
Step	Action
9.	The page parameters should be selected to run the invoices for a specified customer (Select Specified) and the Invoice Date Option should be Processing Date. The Range Selection can vary depending on how you want the system to filter the results.



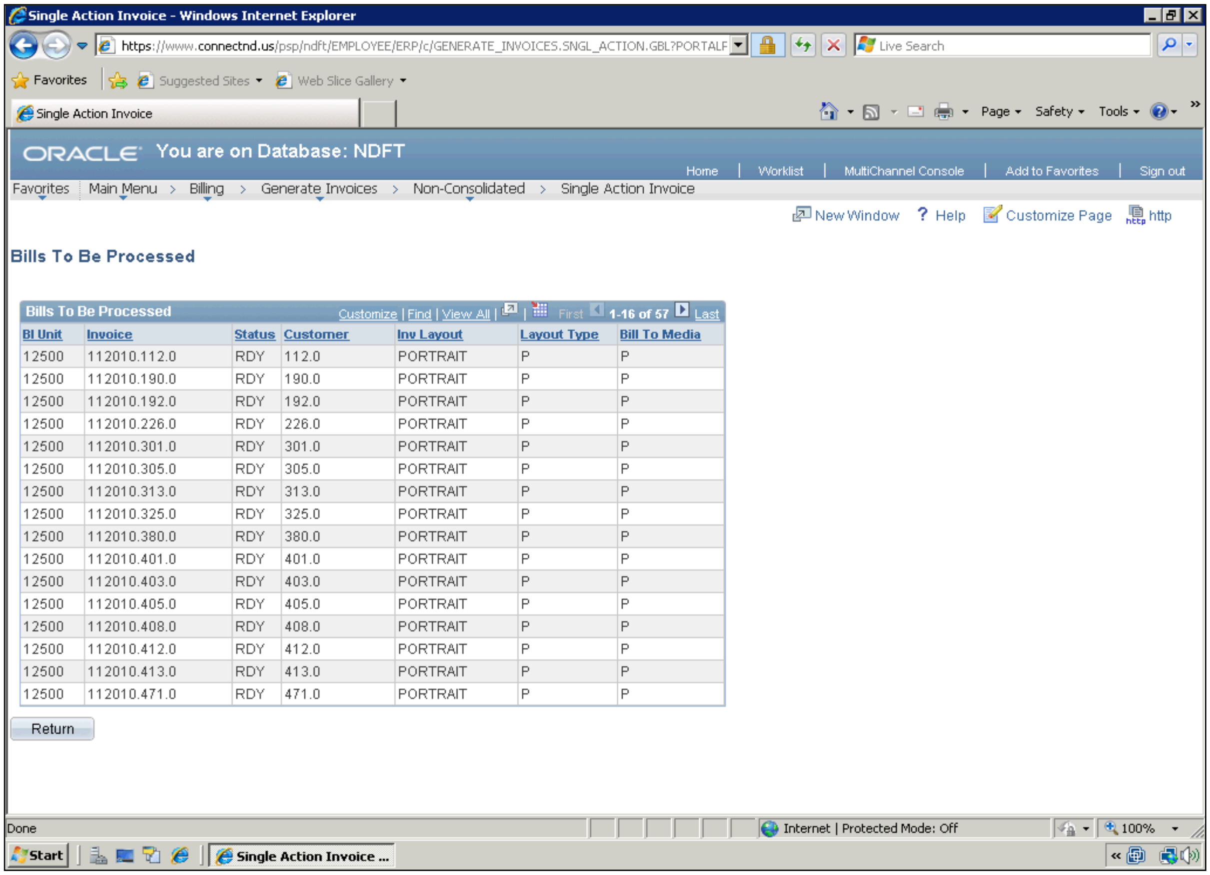
Step	Action
10.	Click the **All** option. 



Step	Action
11.	Click the **Print Only** list item. Print Only

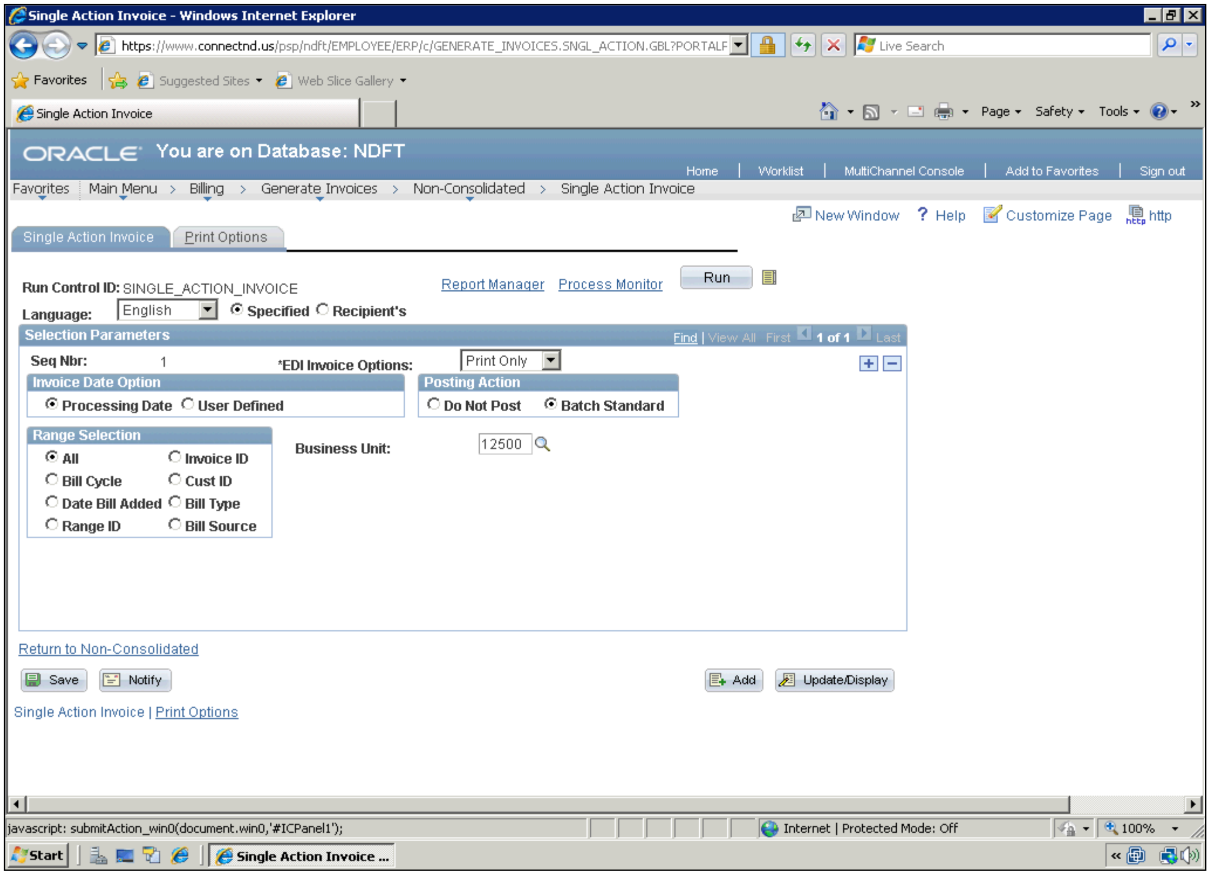


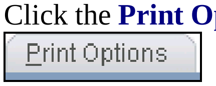
Step	Action
12.	Click the **Batch Standard** option. 
13.	**Note:** Posting Action must be Batch Standard. If Do Not Post is selected, the transaction *will not post*.
14.	Click the **Bills To Be Processed** button. 
15.	A listing of Bills To Be Processed.

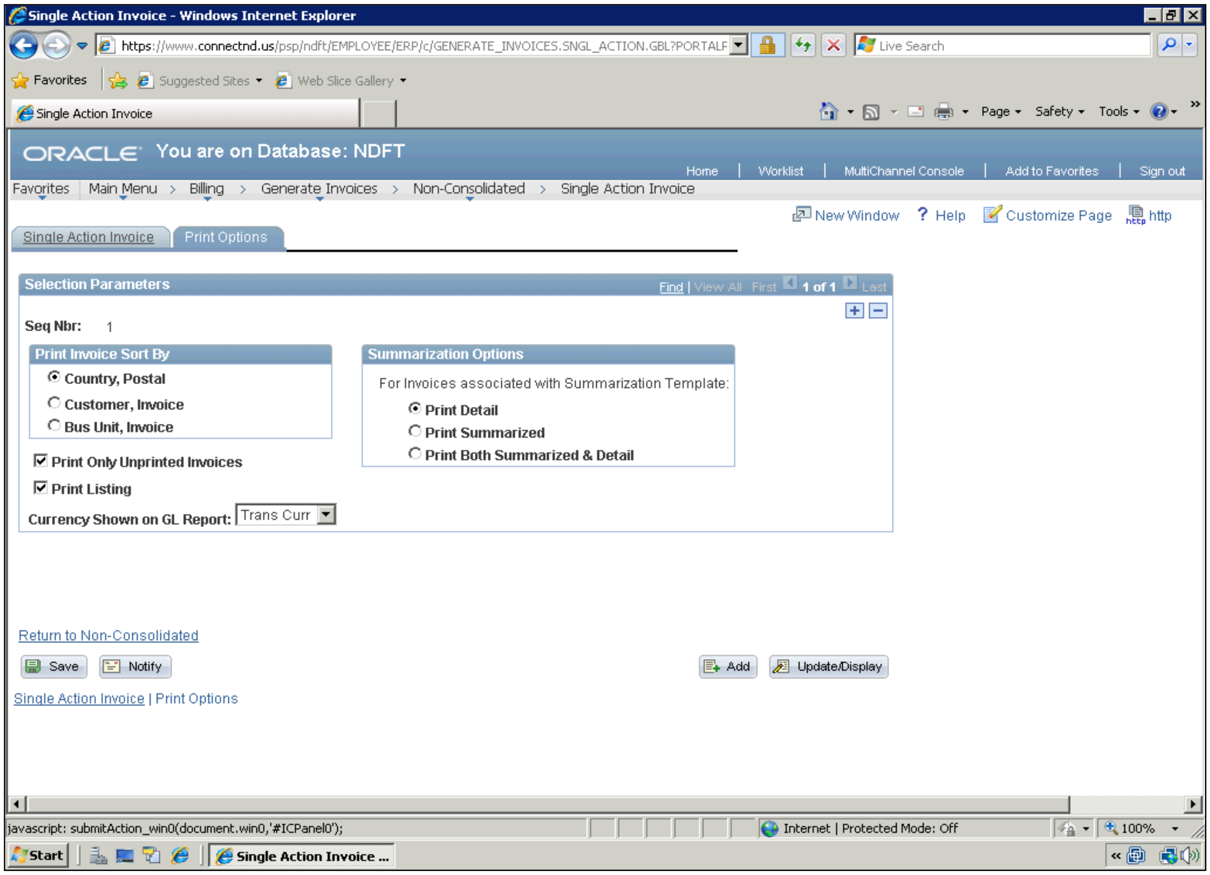


BI Unit	Invoice	Status	Customer	Inv Layout	Layout Type	Bill To Media
12500	112010.112.0	RDY	112.0	PORTRAIT	P	P
12500	112010.190.0	RDY	190.0	PORTRAIT	P	P
12500	112010.192.0	RDY	192.0	PORTRAIT	P	P
12500	112010.226.0	RDY	226.0	PORTRAIT	P	P
12500	112010.301.0	RDY	301.0	PORTRAIT	P	P
12500	112010.305.0	RDY	305.0	PORTRAIT	P	P
12500	112010.313.0	RDY	313.0	PORTRAIT	P	P
12500	112010.325.0	RDY	325.0	PORTRAIT	P	P
12500	112010.380.0	RDY	380.0	PORTRAIT	P	P
12500	112010.401.0	RDY	401.0	PORTRAIT	P	P
12500	112010.403.0	RDY	403.0	PORTRAIT	P	P
12500	112010.405.0	RDY	405.0	PORTRAIT	P	P
12500	112010.408.0	RDY	408.0	PORTRAIT	P	P
12500	112010.412.0	RDY	412.0	PORTRAIT	P	P
12500	112010.413.0	RDY	413.0	PORTRAIT	P	P
12500	112010.471.0	RDY	471.0	PORTRAIT	P	P

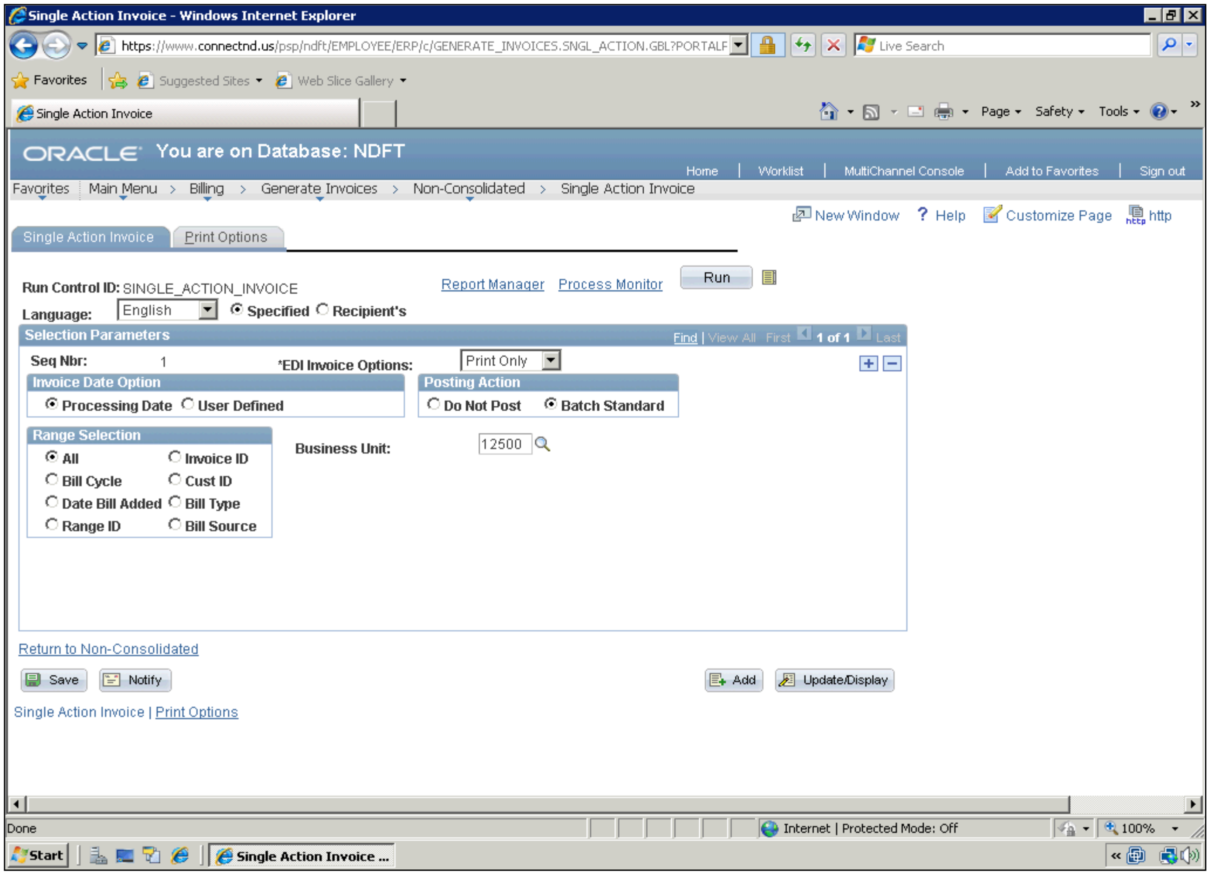
Step	Action
16.	Click the **Return** button. Return



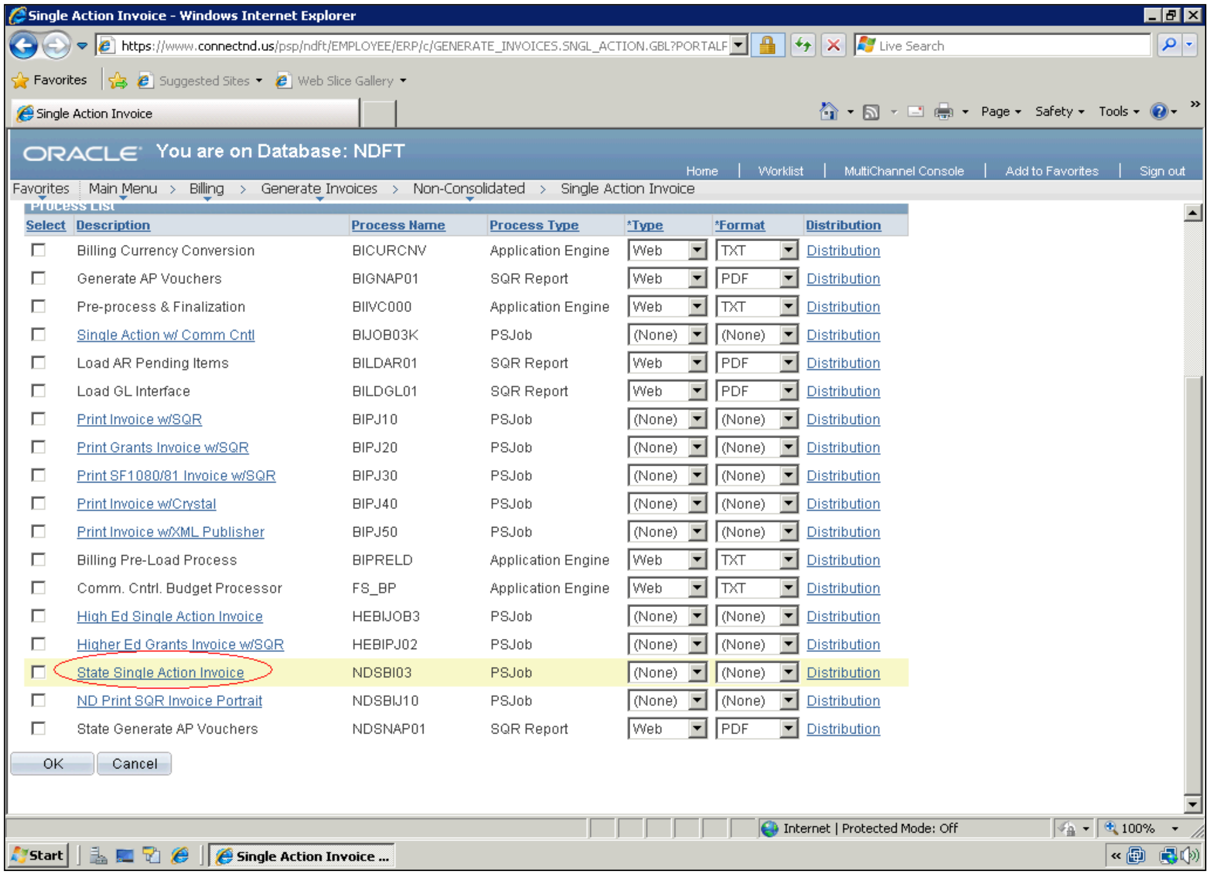
Step	Action
17.	Click the **Print Options** tab. 
18.	The Print Detail, Print Only Unprinted Invoices and Print Listing parameters must be selected in order for the invoices to print correctly.

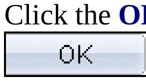


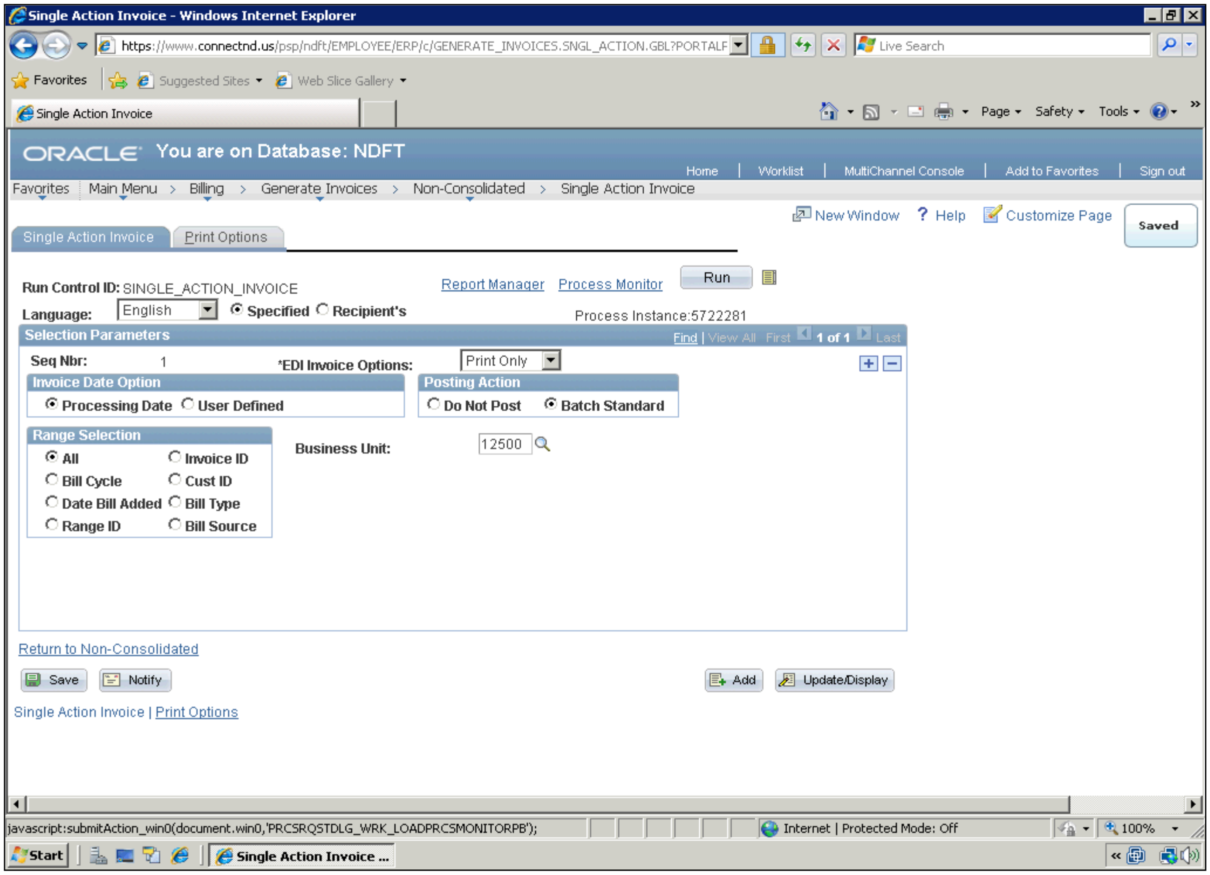
Step	Action
19.	Click the **Single Action Invoice** tab. 



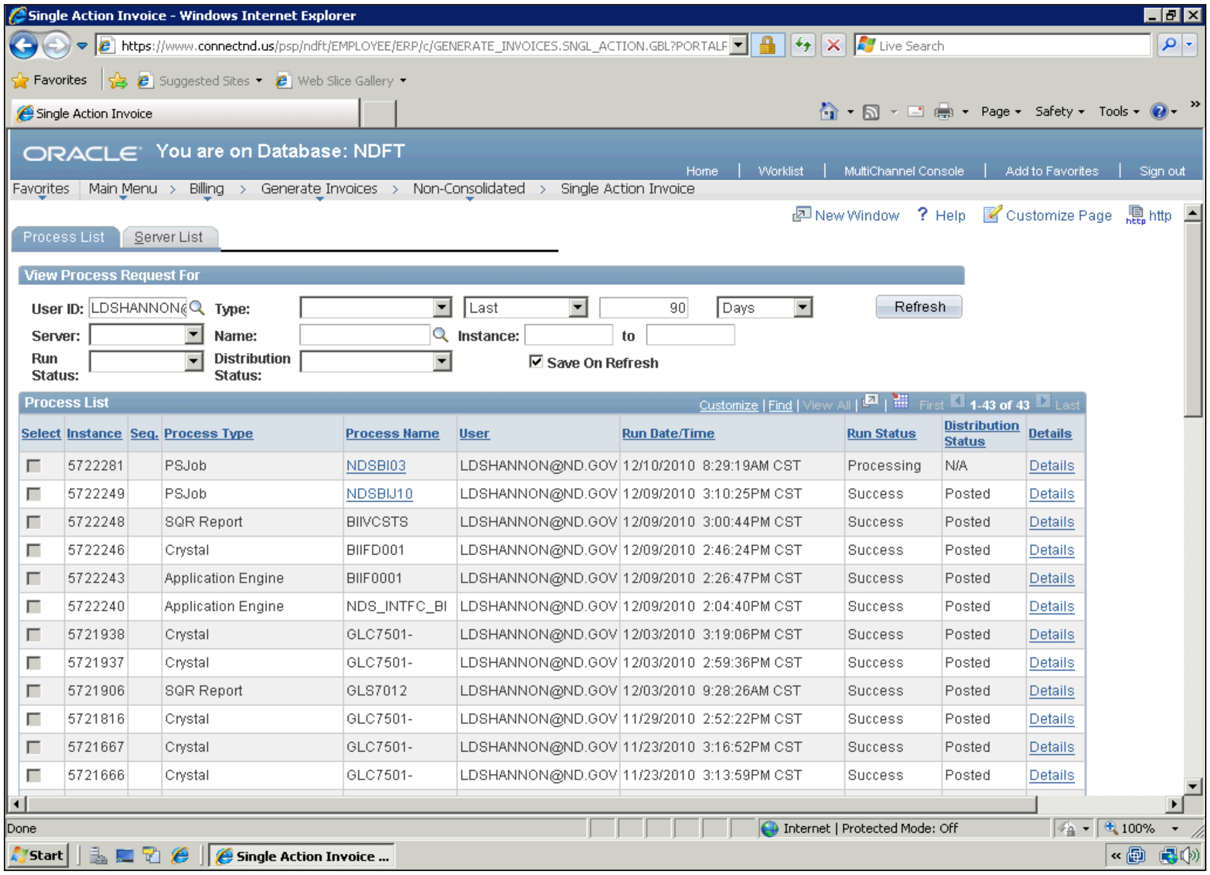
Step	Action
20.	Click the **Run** button. Run



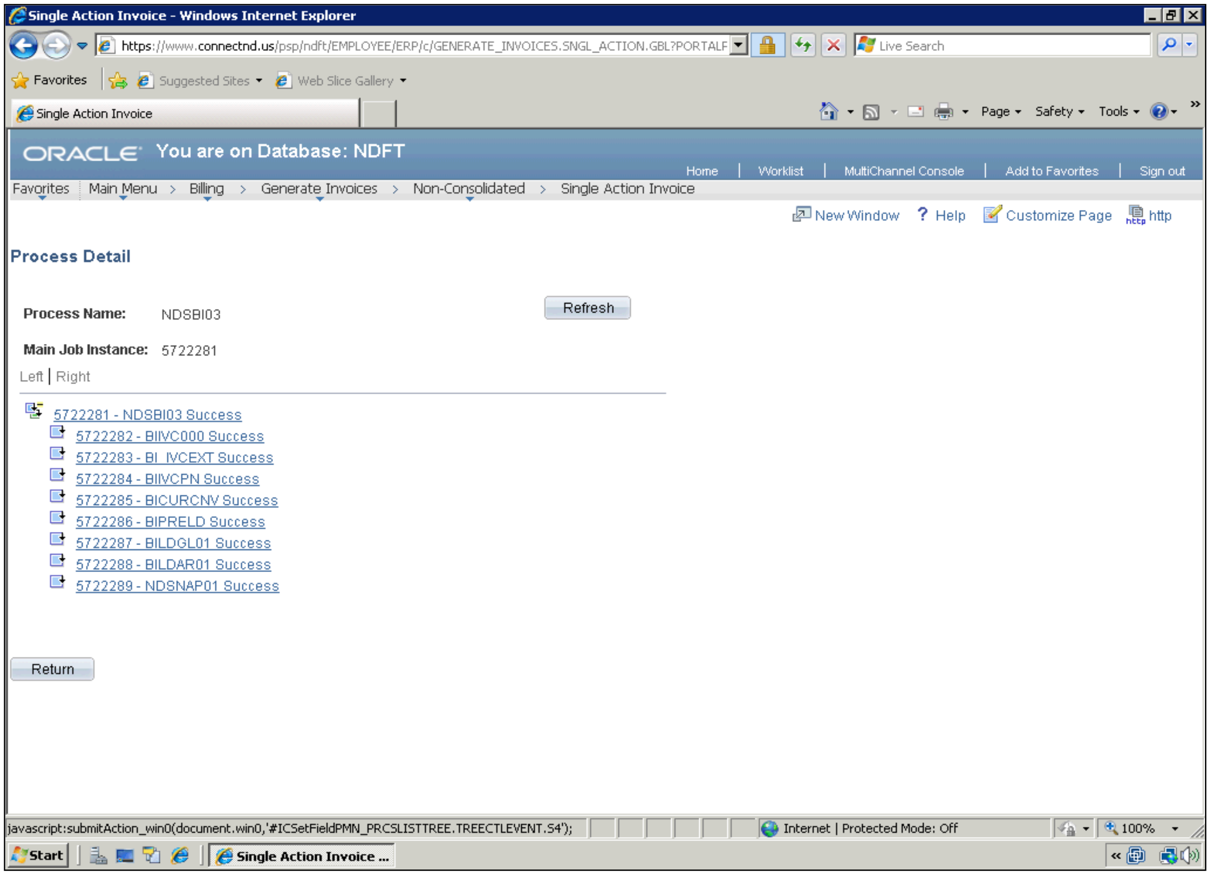
Step	Action
21.	Make sure the State Single Action Invoice box is checked. Select the **State Single Action Invoice** option. 
22.	Click the **OK** button. 



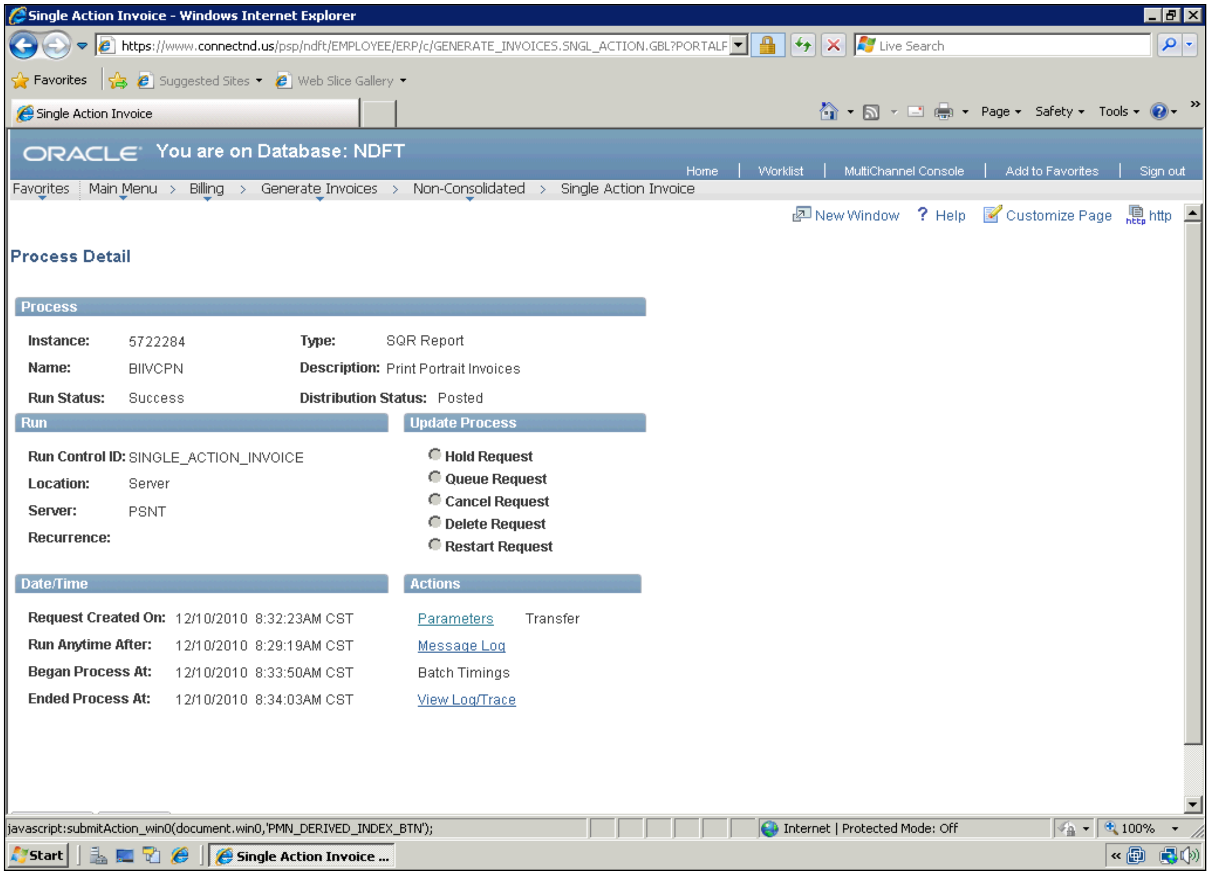
Step	Action
23.	Click the **Process Monitor** link. Process Monitor



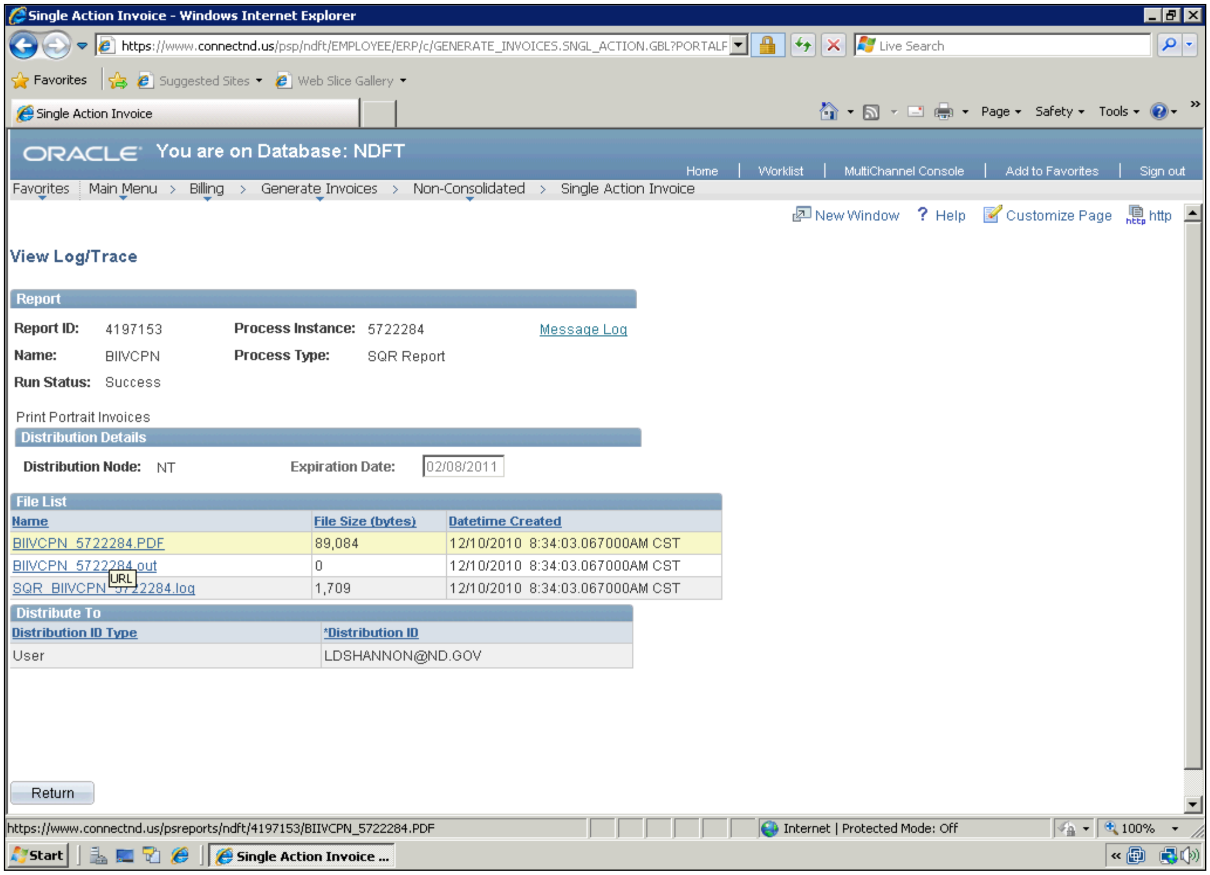
Step	Action
24.	Click the **Refresh** button. Refresh
25.	The process is complete when the Run Status is Success and Distribution Status is Posted.
26.	Click the **NDSBI03** link. NDSBI03



Step	Action
27.	The Single Action Invoice process runs many jobs such as Portrait Invoice, Currency Conversion, Preload, General Ledger, Accounts Receivable and Accounts Payable. Click the **5722284 - BIIVCPN Success** link to access the Portrait Invoice. 5722284 - BIIVCPN Success



Step	Action
28.	Click the **View Log/Trace** link. View Log/Trace



Step	Action
29.	Click the **BIIVCPN_5722284.PDF** link. BIIVCPN_5722284.PDF
30.	The Invoice is ready to view or print.
31.	This topic showed how to Run a Single Action Invoice. **End of Procedure.**

ST 7.5.4 - Reprinting Invoices

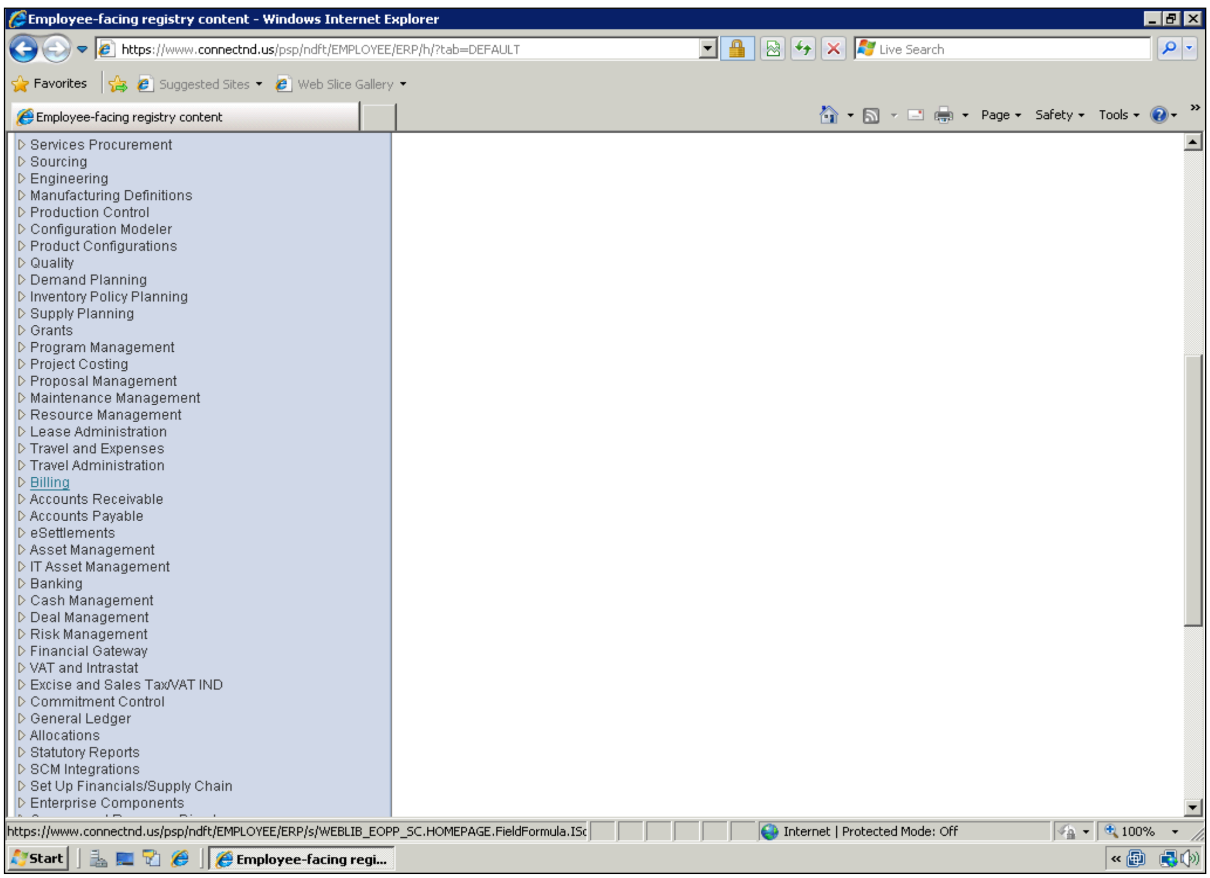
Reprinting Invoices

Navigation: Billing > Generate Invoices > Non-Consolidated > Reprint Invoices

An invoice can be reprinted by accessing the Single Action Invoice job process, or by simply reprinting the invoice.

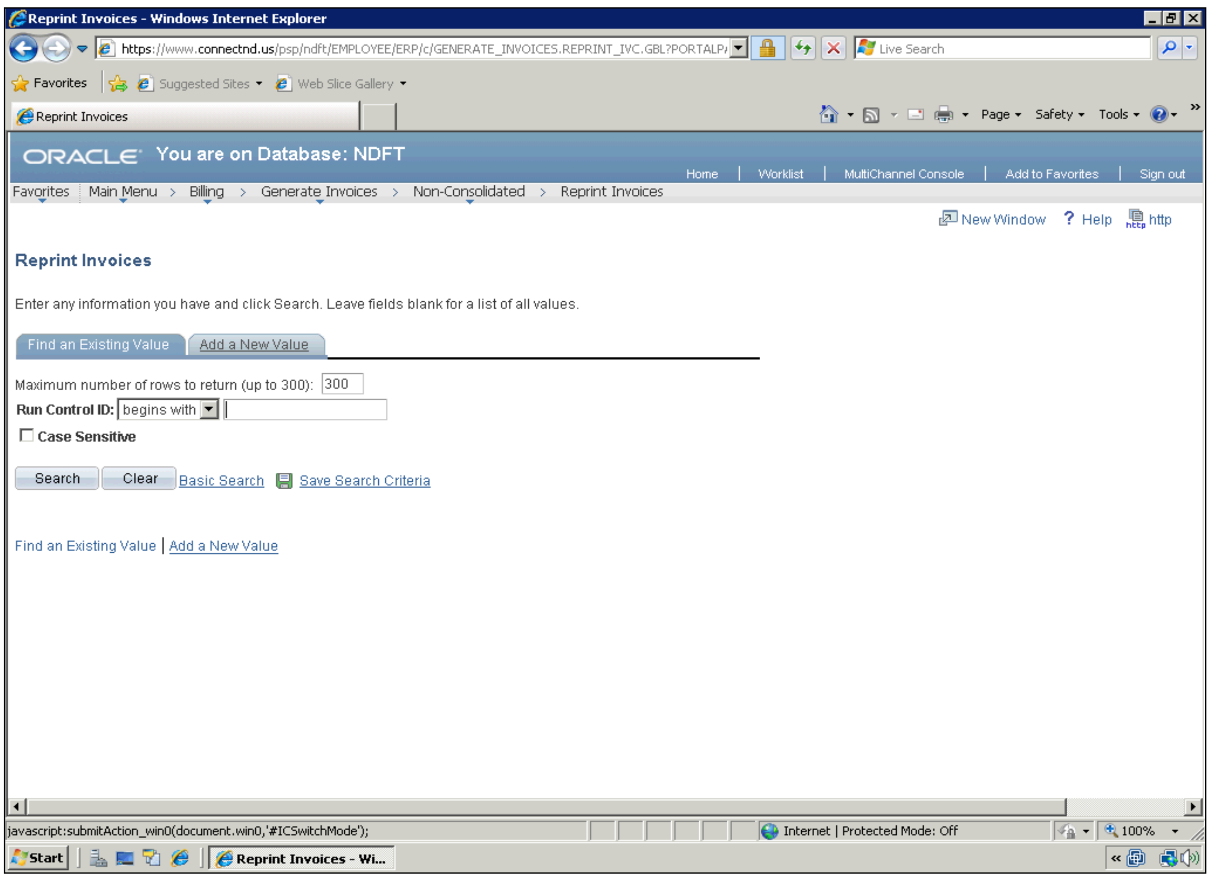
Procedure

This topic shows how to Reprint Invoices.



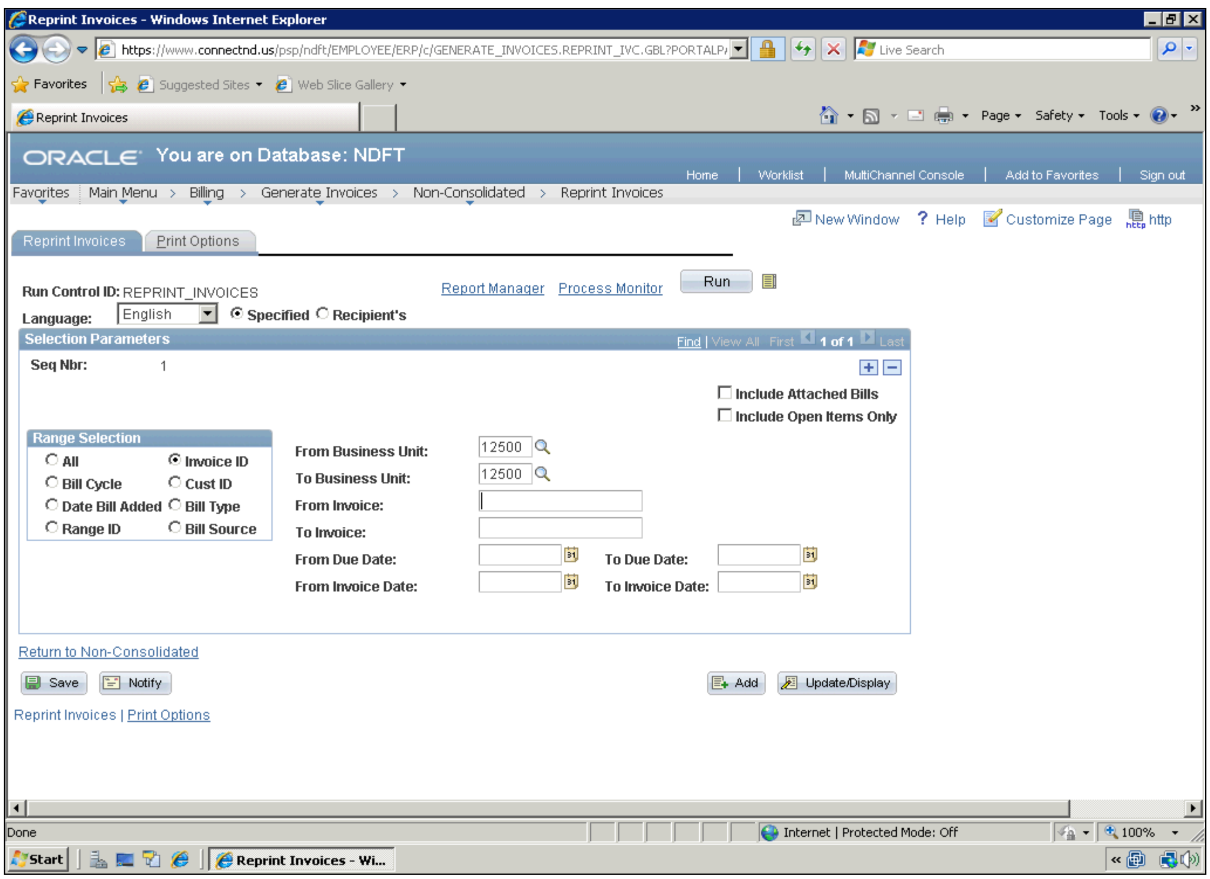
Step	Action
1.	Click the **Billing** link. ▷ Billing

Step	Action
2.	Click the **Generate Invoices** link. Generate Invoices
3.	Click the **Non-Consolidated** link. Non-Consolidated
4.	Click the **Reprint Invoices** link. Reprint Invoices

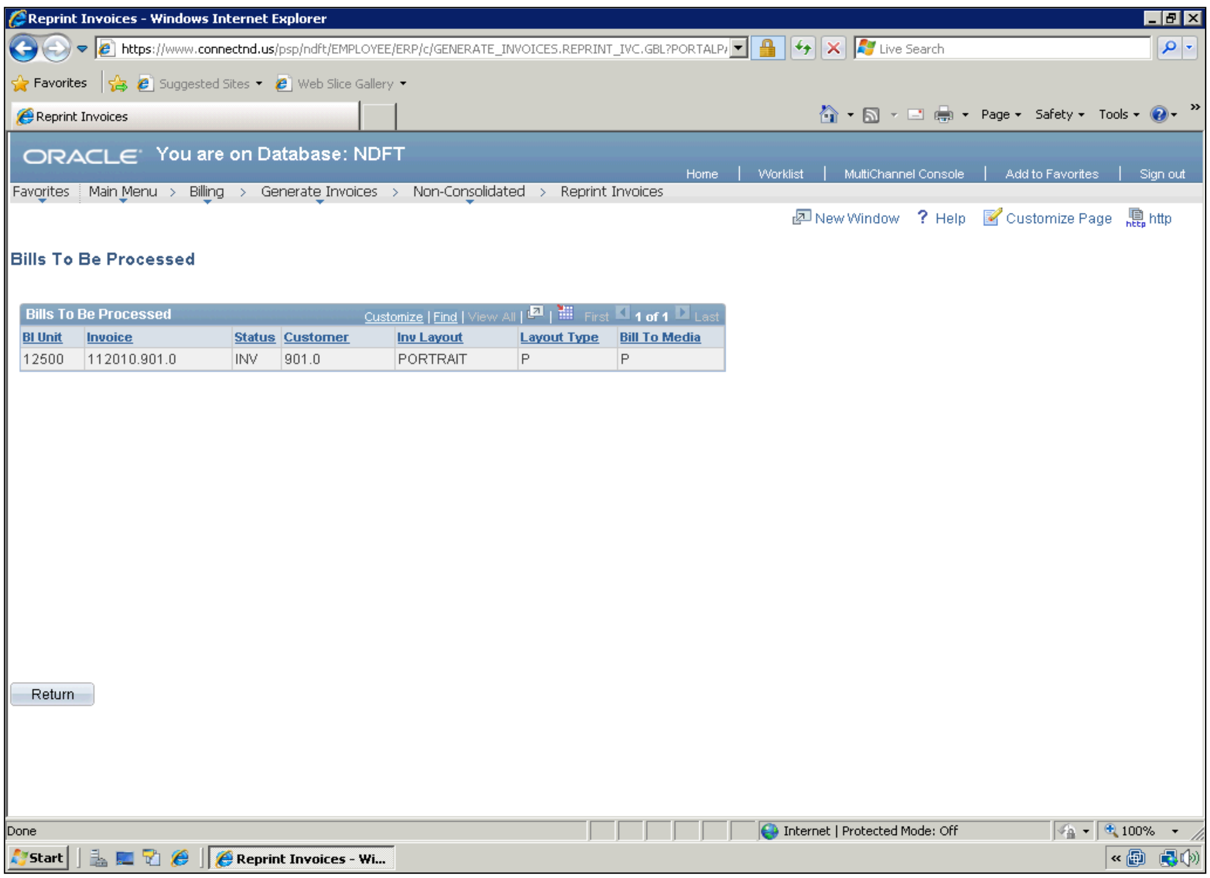


Step	Action
5.	Click the **Add a New Value** tab. Add a New Value

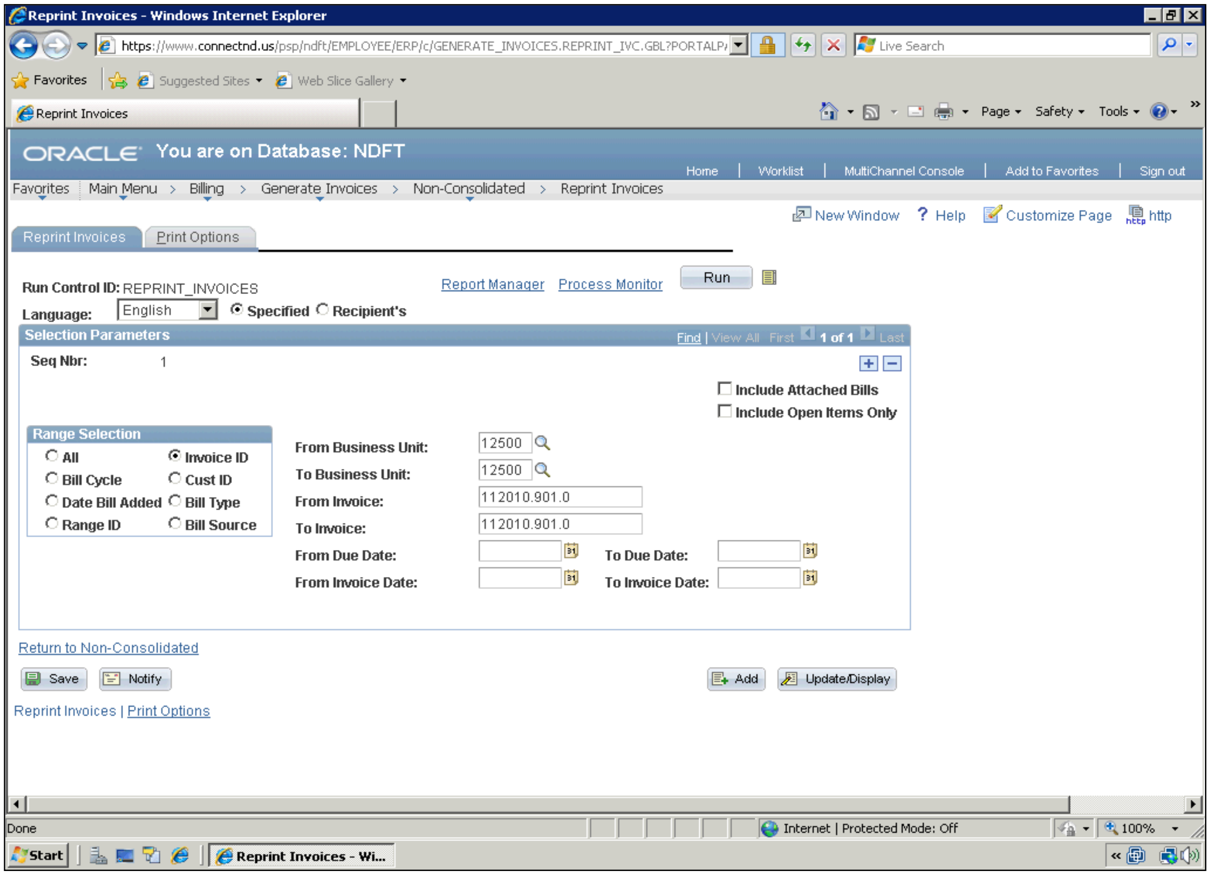
Step	Action
6.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.
7.	Enter the desired information into the **Run Control ID** field. Enter "**REPRINT_INVOICES**".
8.	Click the **Add** button. Add



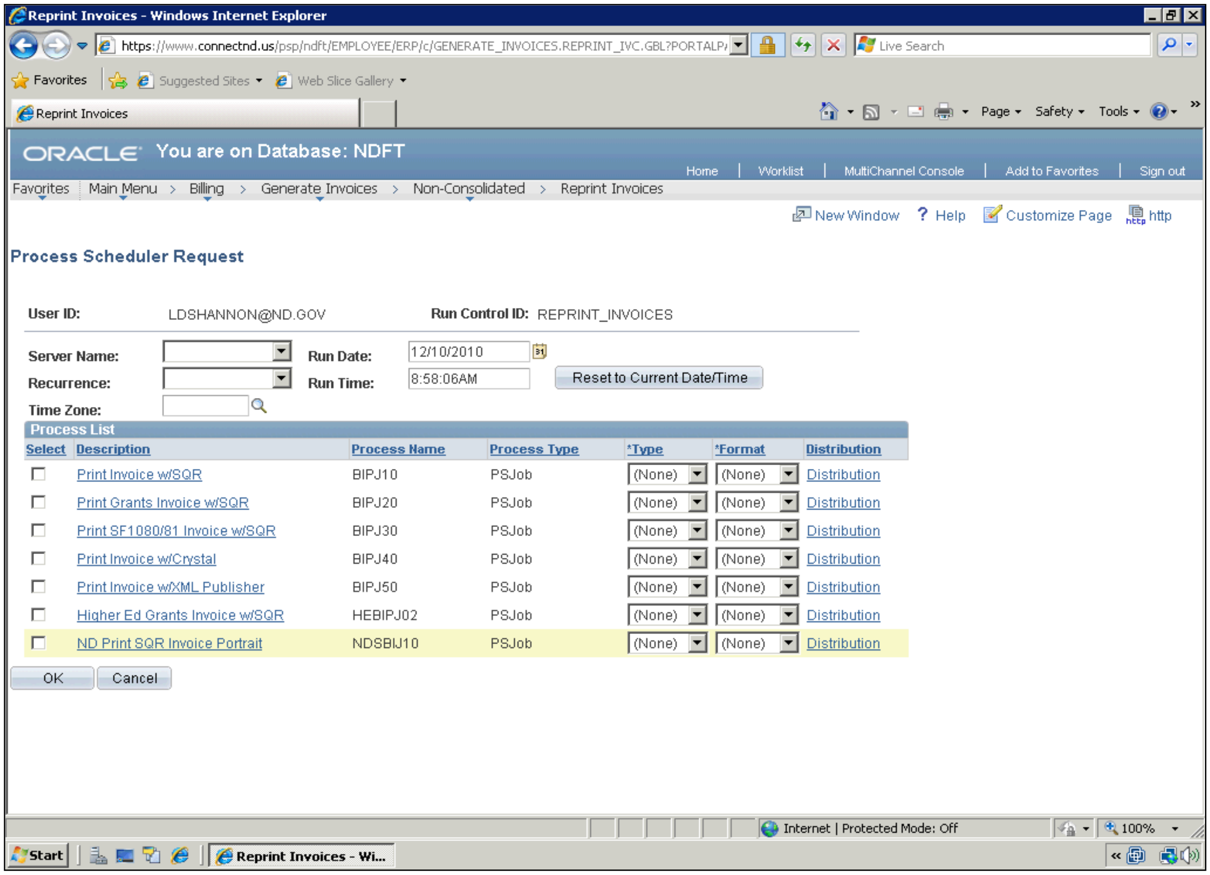
Step	Action
9.	Enter the desired information into the **From Invoice** field. Enter "**112010.901.0**".
10.	Click in the blank **To Invoice** field. Once this field is accessed, the <u>From Invoice</u> number will populate in the <u>To Invoice</u> field.
11.	Click the **Bills To Be Processed** button.

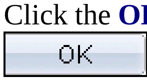


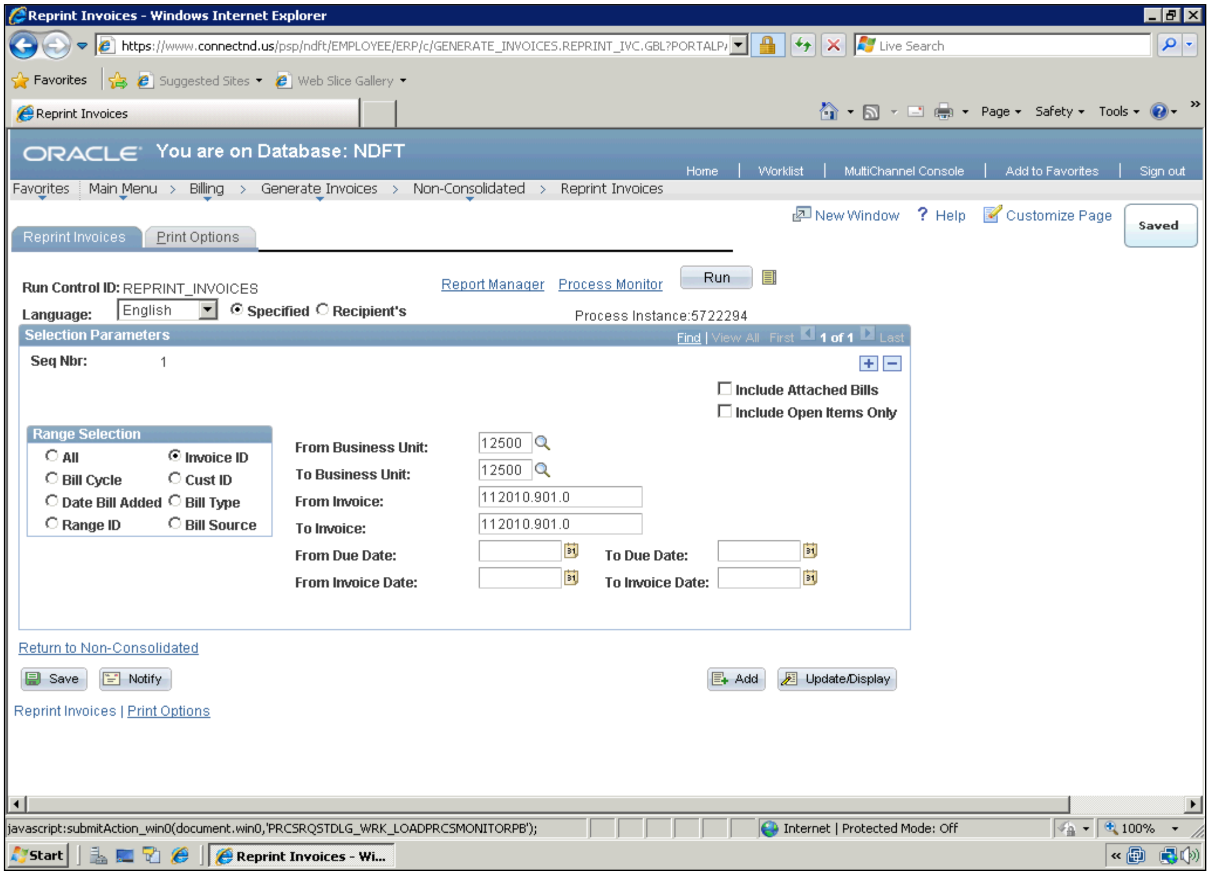
Step	Action
12.	Click the **Return** button. Return



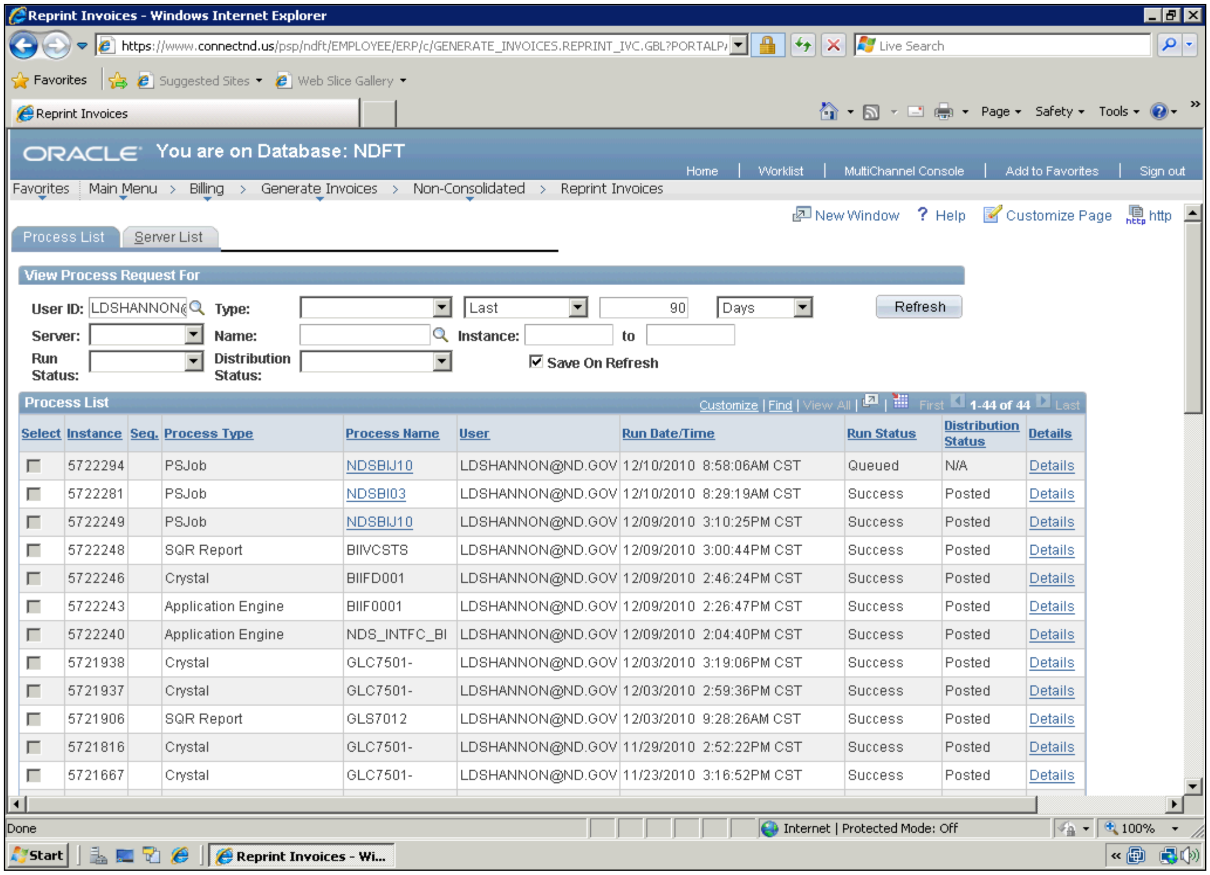
Step	Action
13.	Click the **Run** button. Run



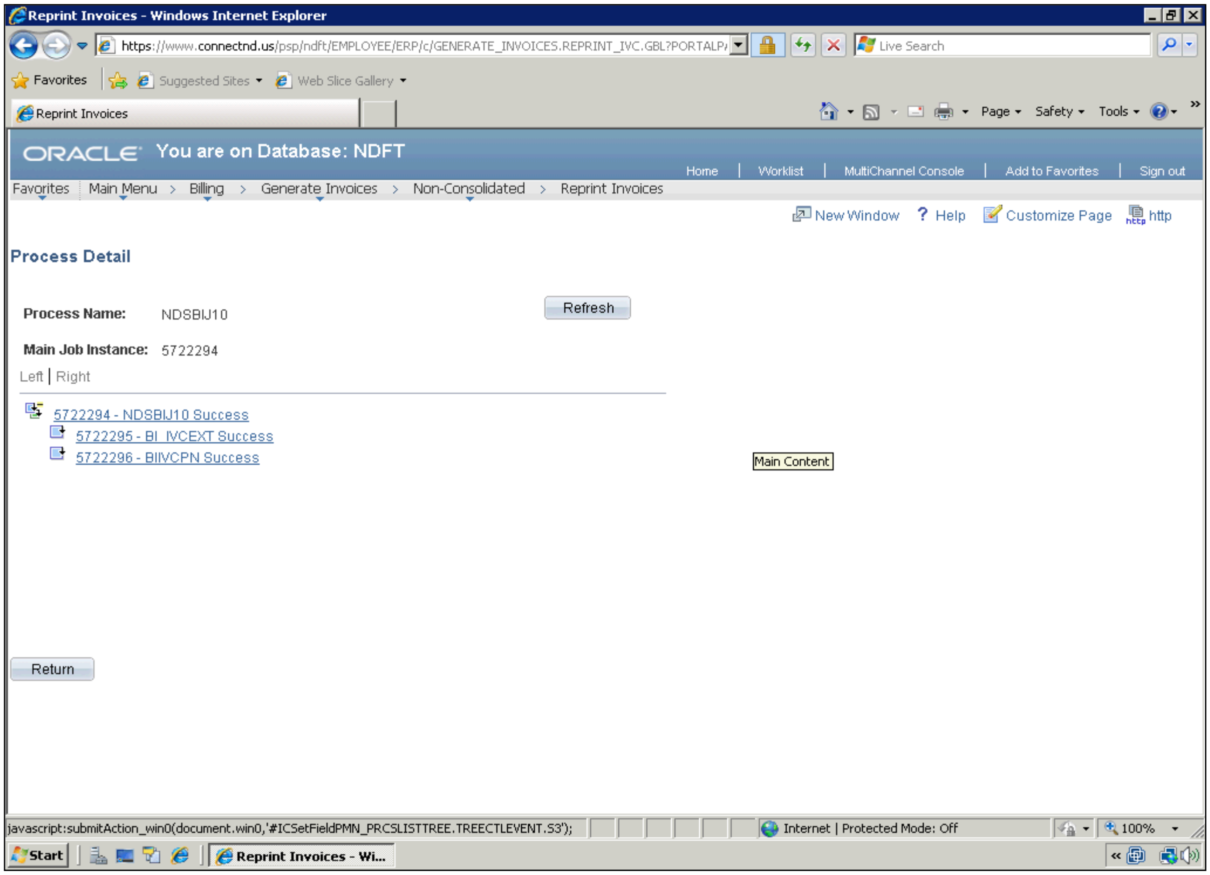
Step	Action
14.	Select the **ND Print SQR Invoice Portrait** option. 
15.	Click the **OK** button. 



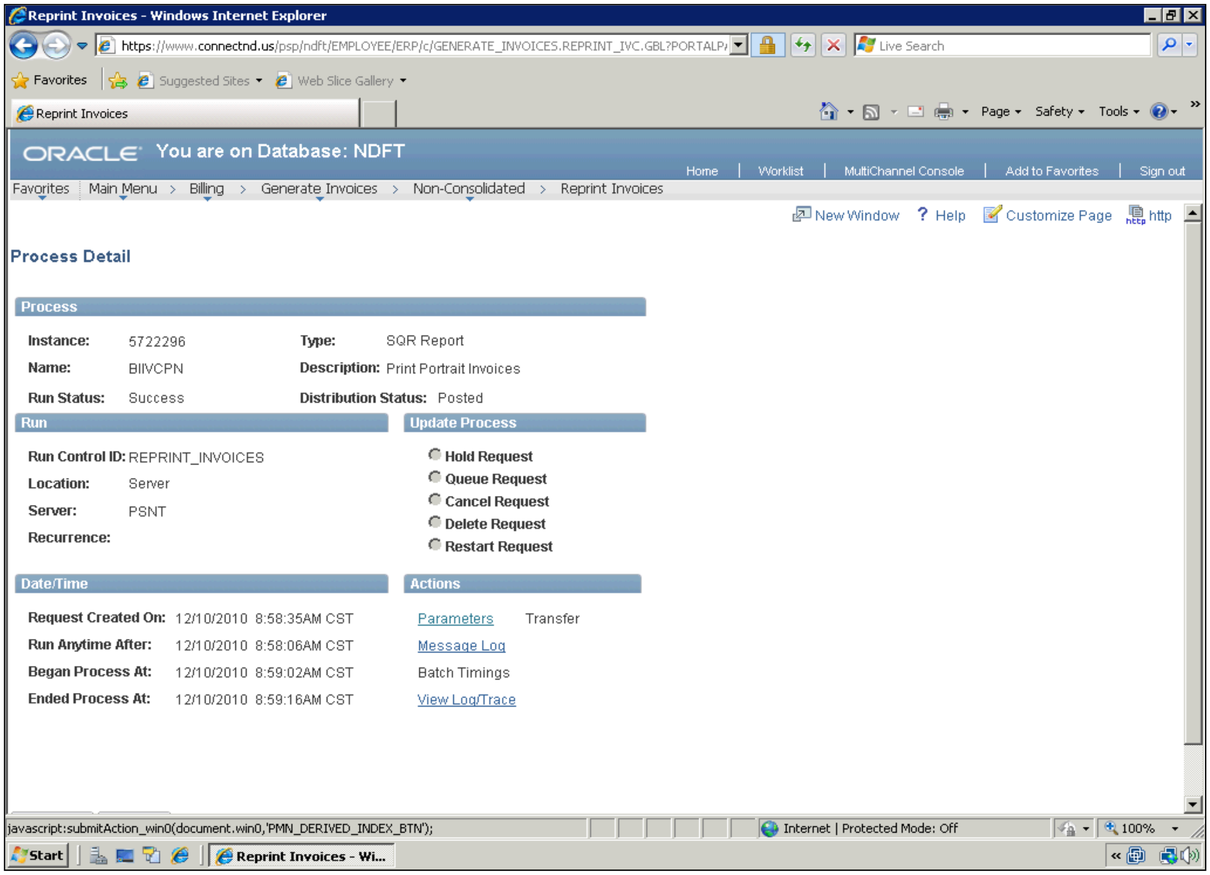
Step	Action
16.	Click the **Process Monitor** link. Process Monitor



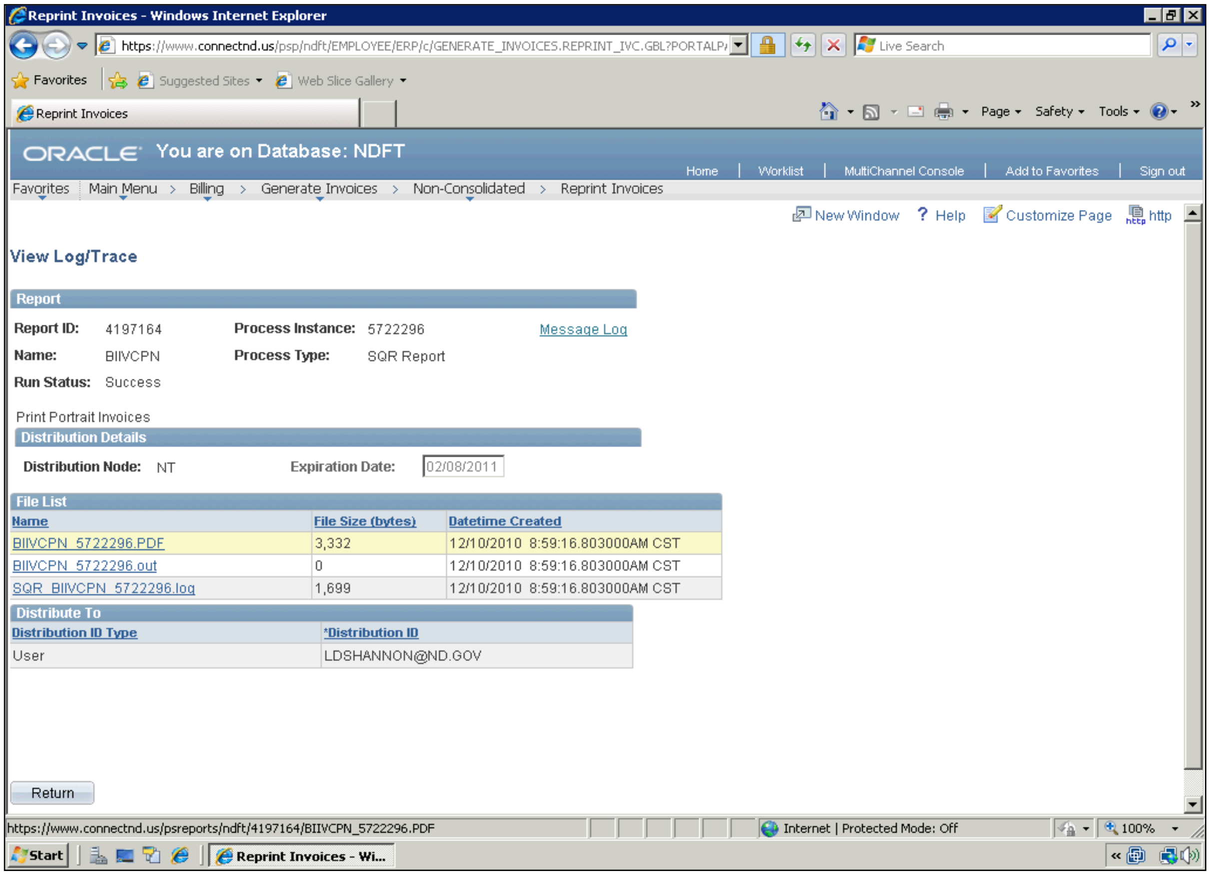
Step	Action
17.	Click the **Refresh** button. Refresh
18.	The process is complete when the Run Status is Success and Distribution Status is Posted.
19.	Click the **NDSBIJ10** link. NDSBIJ10



Step	Action
20.	Click the **5722296 - BIIVCPN Success** link. 5722296 - BIIVCPN Success



Step	Action
21.	Click the **View Log/Trace** link. View Log/Trace



Step	Action
22.	Click the **BIIVCPN_5722296.PDF** link. BIIVCPN_5722296.PDF
23.	A copy of the Invoice ready to view or print.
24.	This topic showed how to Reprint Invoices. **End of Procedure.**

ST Lesson 7.6 - Adjusting Bills

Adjusting Bills

To adjust bills and bill lines, PeopleSoft Billing provides the Adjust Bills function. Use this function when you must make invoice changes. You can credit entire bills and re-bill with one action, or select only certain lines to re-bill. If the bill originated from an external source, you can make corrections in the source system and initialize the adjustment from there. The source system sends the adjustment through the Billing Interface.

ST 7.6.1 - Credit Entire Bill

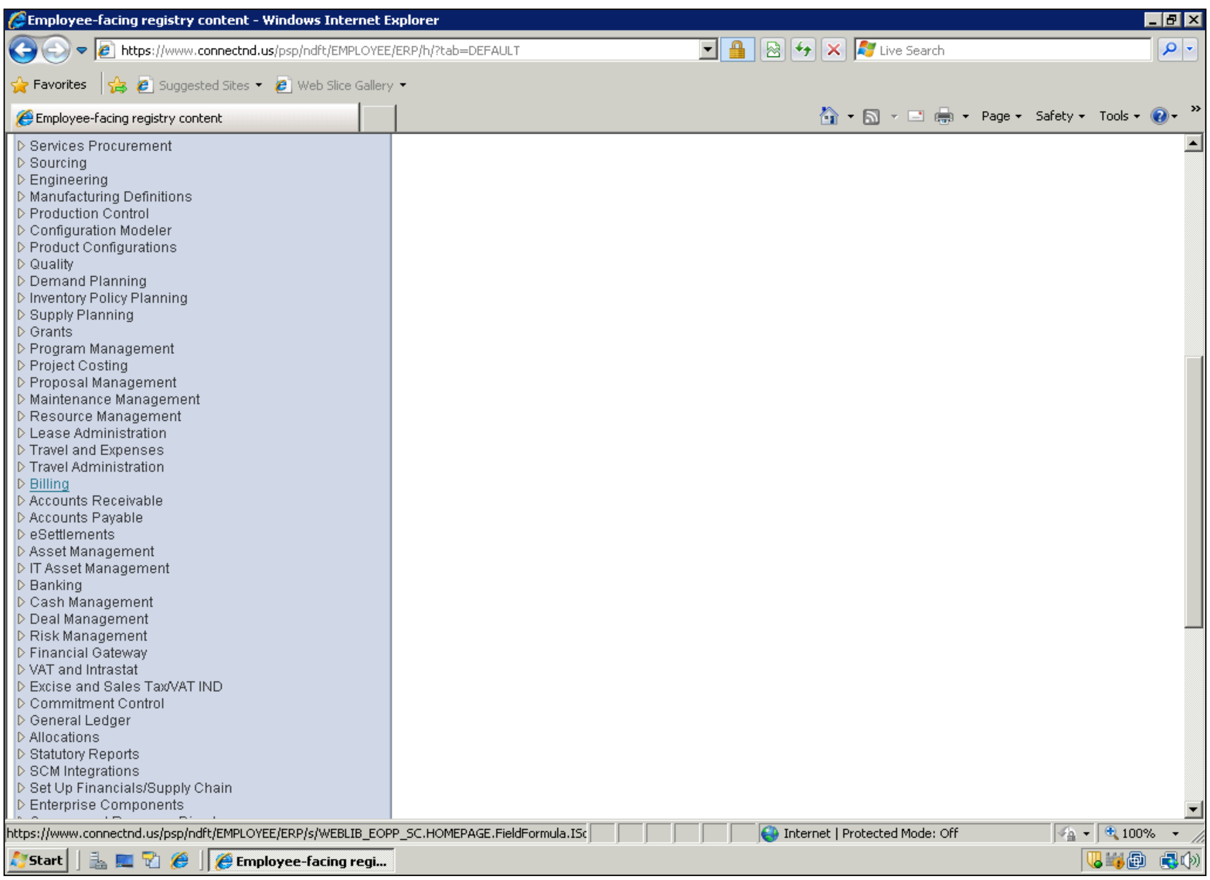
Credit Entire Bill

Navigation: Billing > Maintain Bills > Adjust Entire Bill

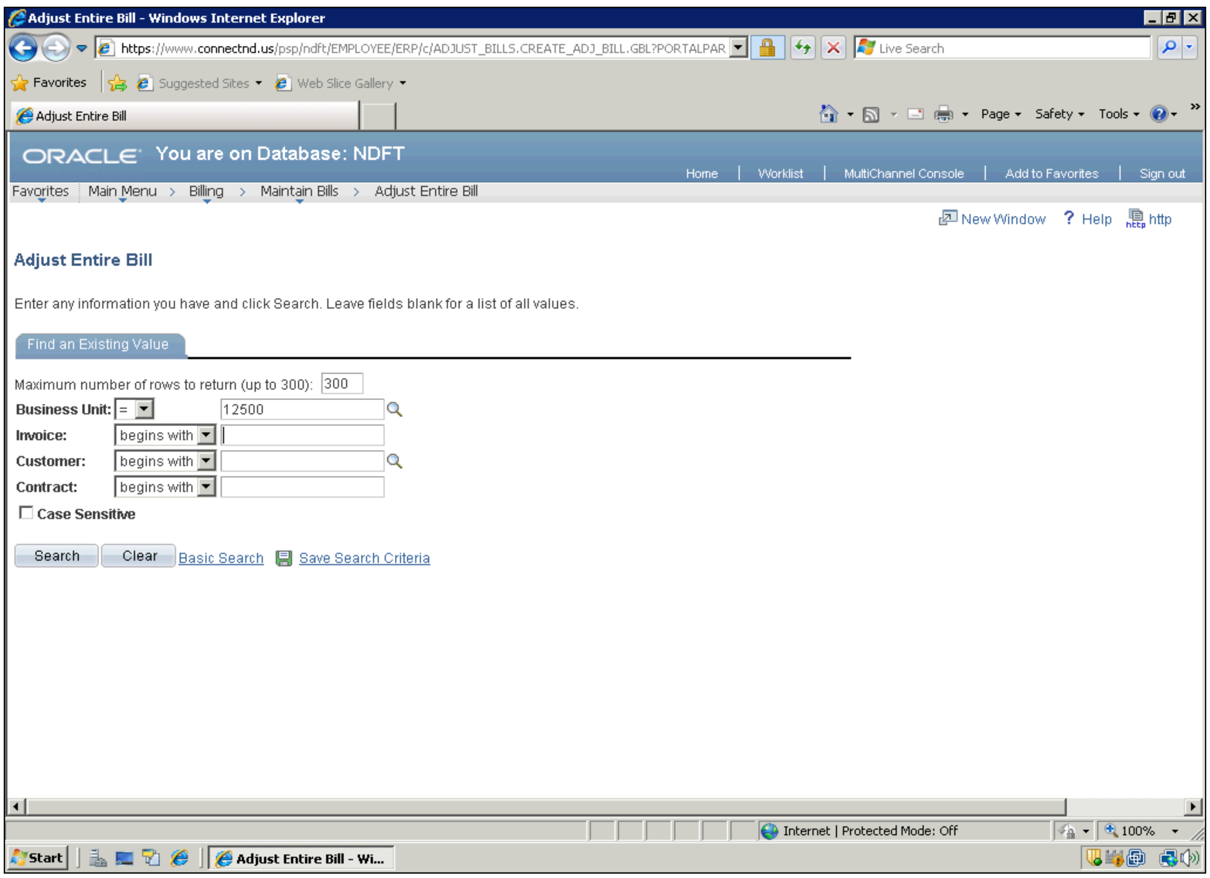
A customer's bill can be adjusted due to incorrect billing information or non-payment. For a bill to be adjusted, the bill must have a status of **INV** (Invoiced).

Procedure

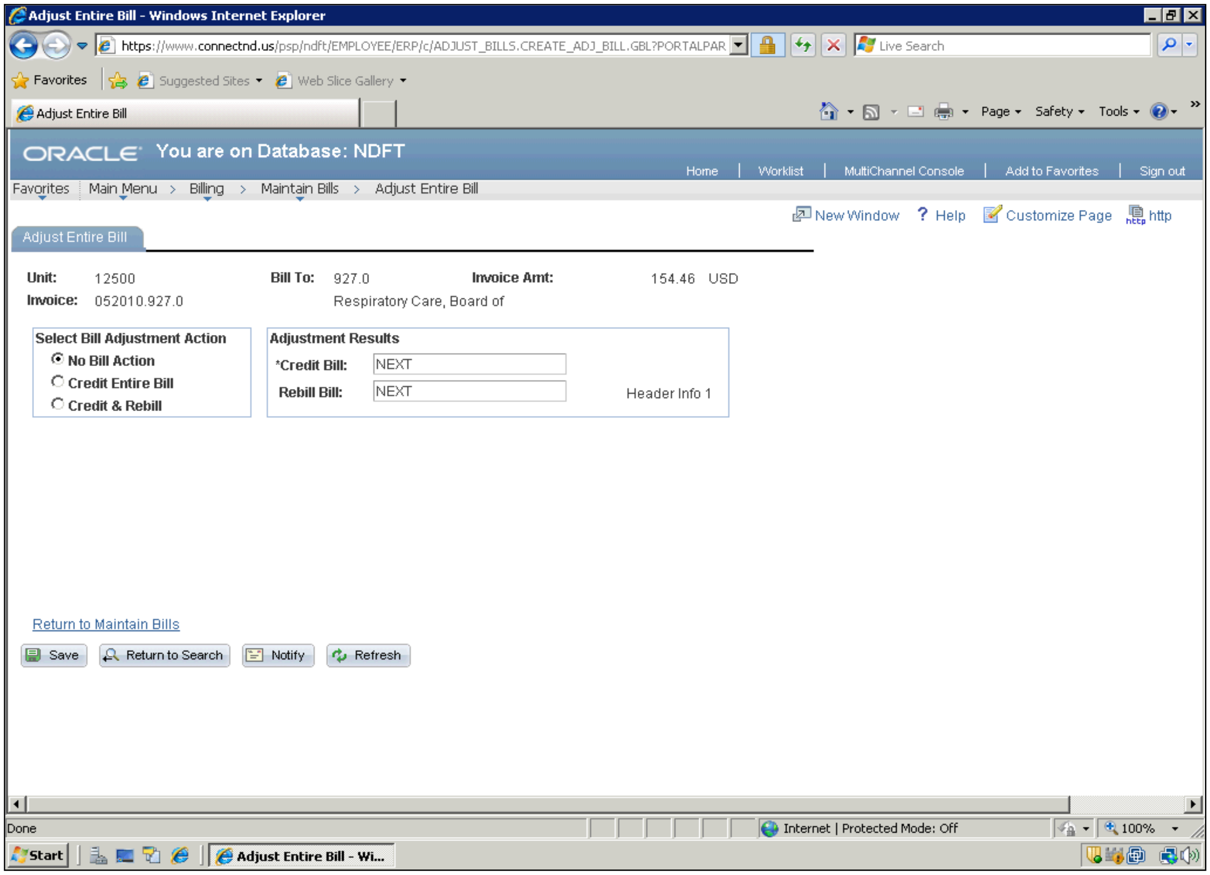
This topic shows how to Credit an Entire Bill.

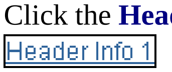


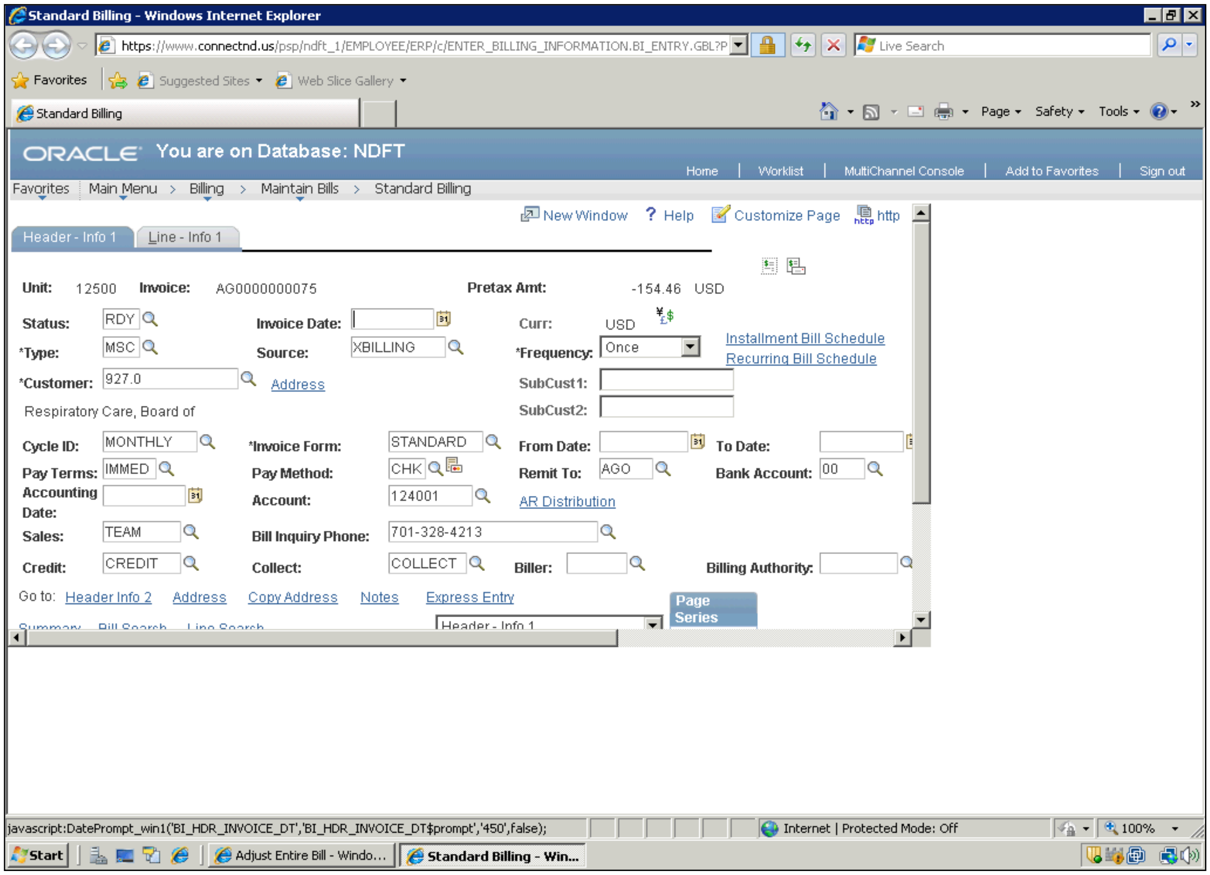
Step	Action
1.	Click the **Billing** link. ▷ Billing
2.	Click the **Maintain Bills** link. Maintain Bills
3.	Click the **Adjust Entire Bill** link. Adjust Entire Bill



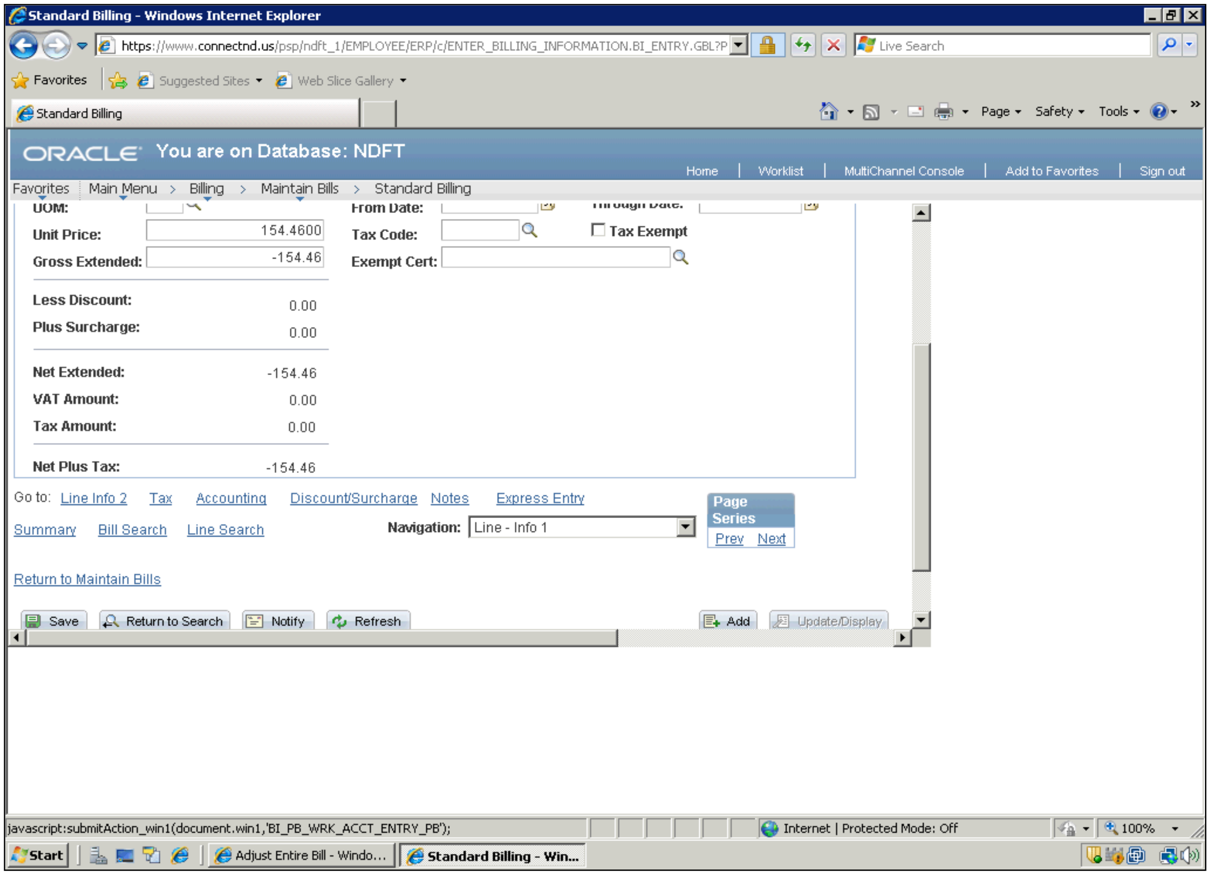
Step	Action
4.	Enter the desired information into the **Invoice** field. Enter "**052010.927.0**".
5.	Click the **Search** button. Search



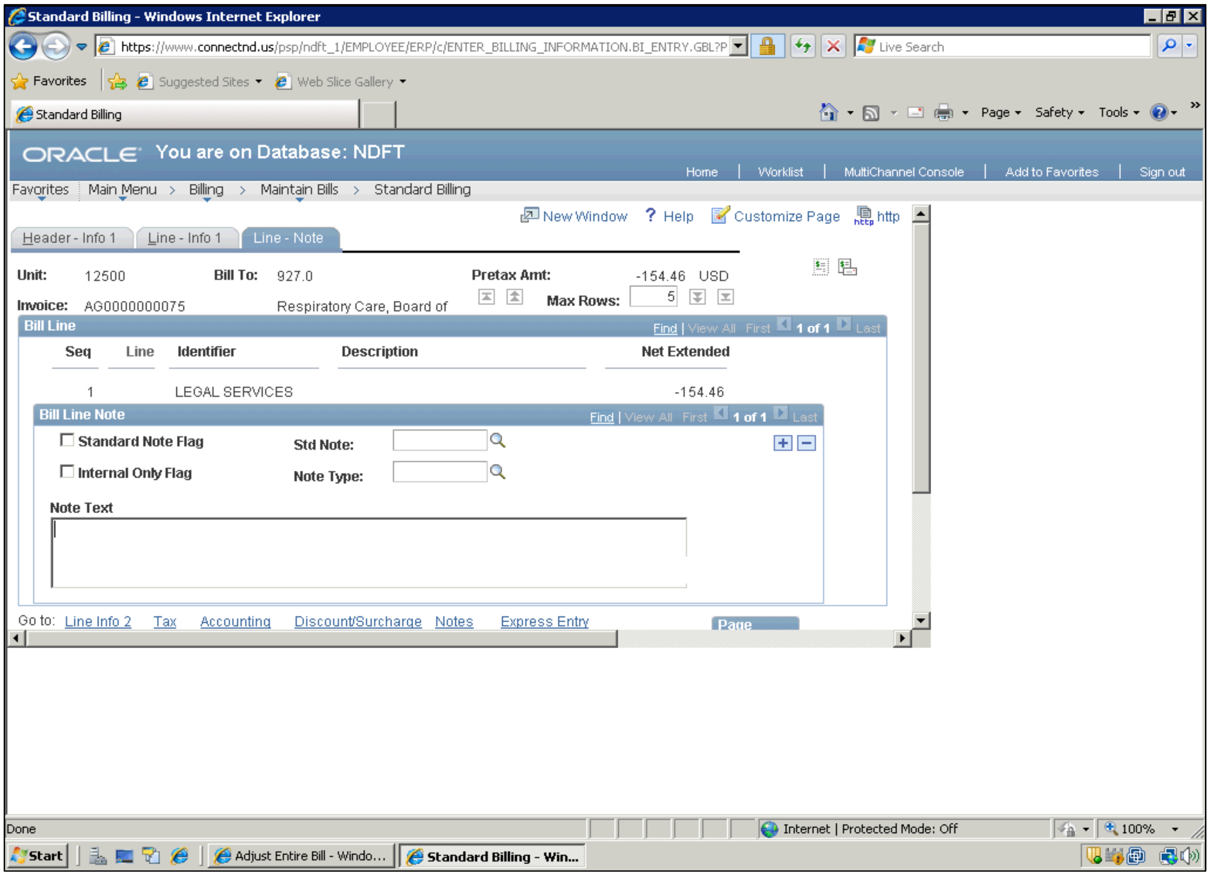
Step	Action
6.	Click the **Credit Entire Bill** option. 
7.	Click the **Save** button. 
8.	Once the record is saved, a new Header Info 1 link will appear. This is the credit invoice.
9.	Click the **Header Info 1** link. 
10.	The new invoice will be in **RDY** (Ready) Status.



Step	Action
11.	Select a date by clicking on the calendar icon, or type it in the Invoice Date field. Click the **Choose a date (Alt+5)** button.
12.	Click the **Current Date** link. Current Date
13.	The billing can be applied back to an open accounting period. <u>The apply back date must be stated in the Accounting field.</u> The Invoice Date field will not apply back the transaction.
14.	Click the **Line - Info 1** tab. Line - Info 1

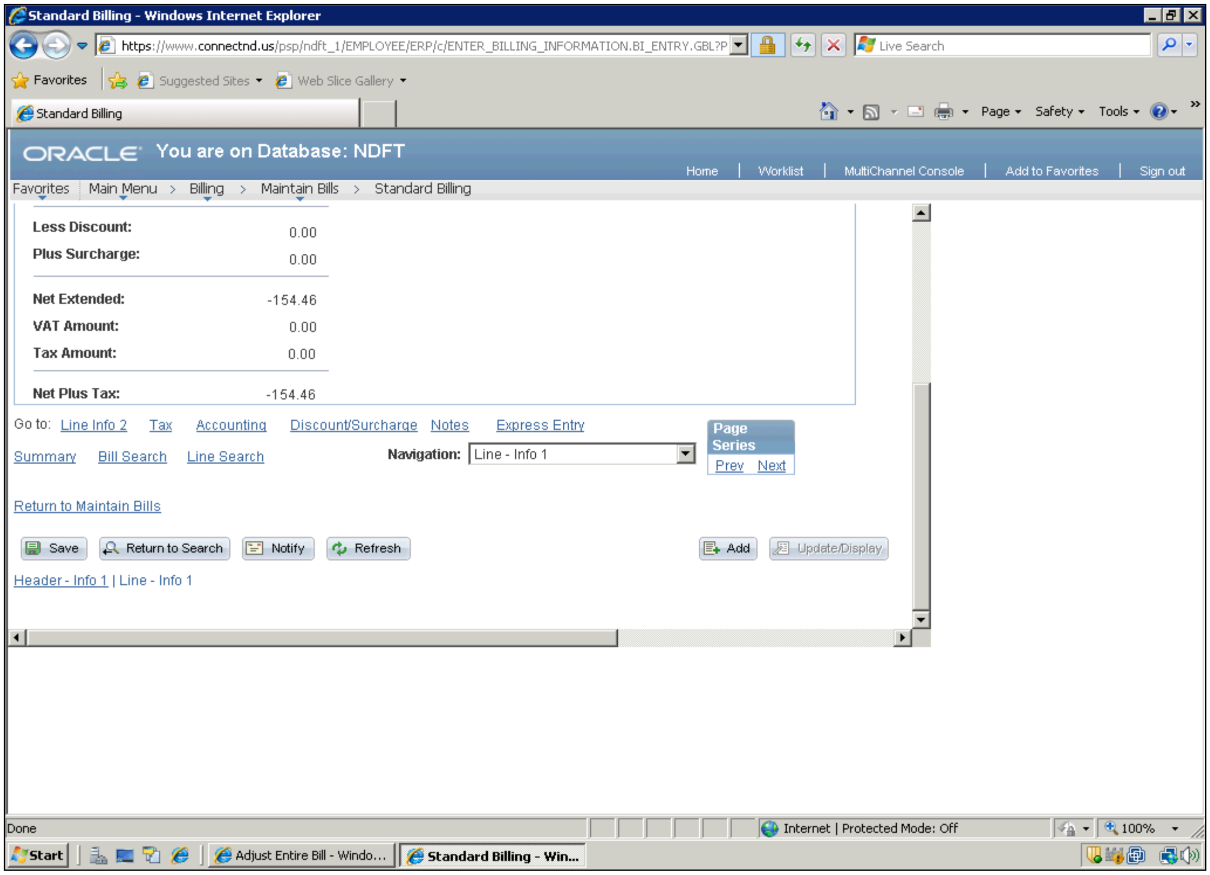


Step	Action
15.	Click the **Accounting** link. Accounting
16.	Do not change the accounting chartfields as they must remain the same for the debit/credit entries to balance.

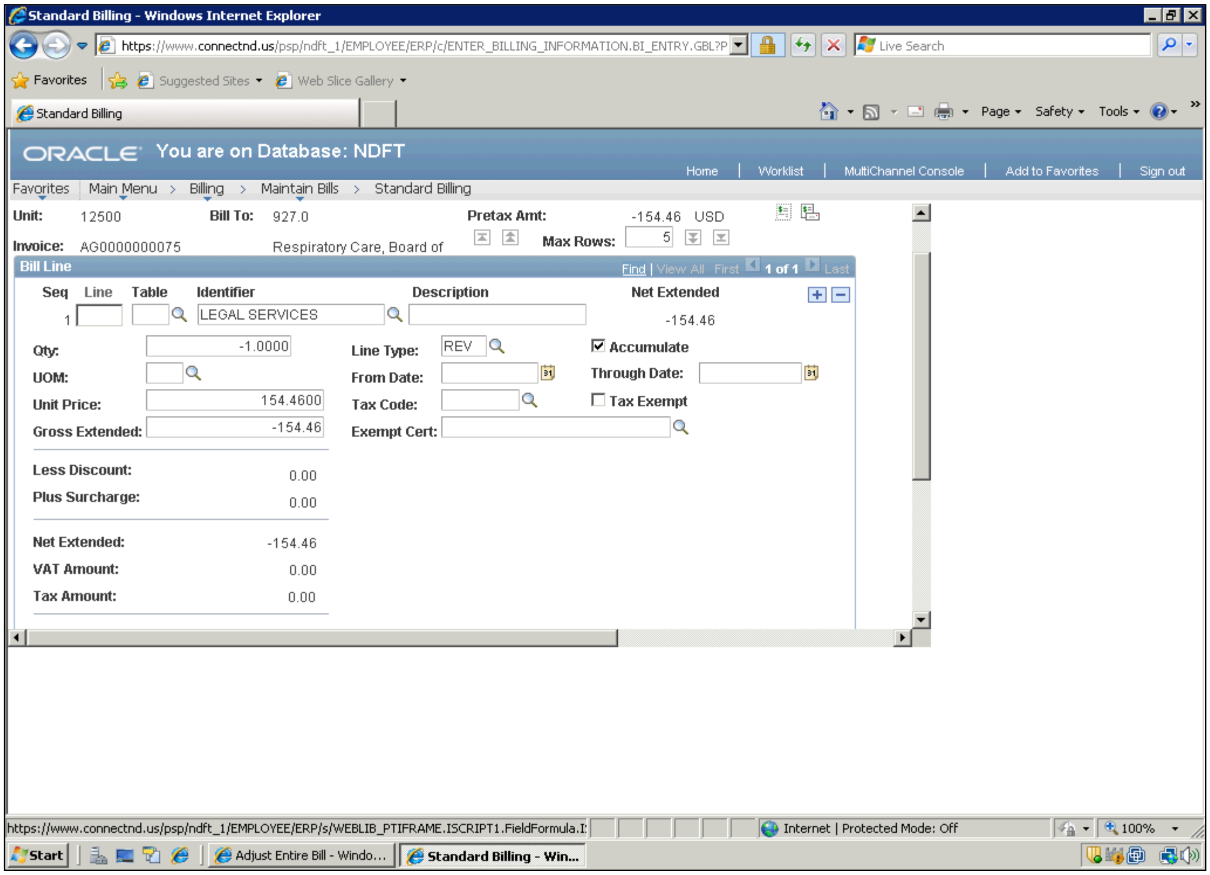


Step	Action
17.	Click the **Notes** link. Notes

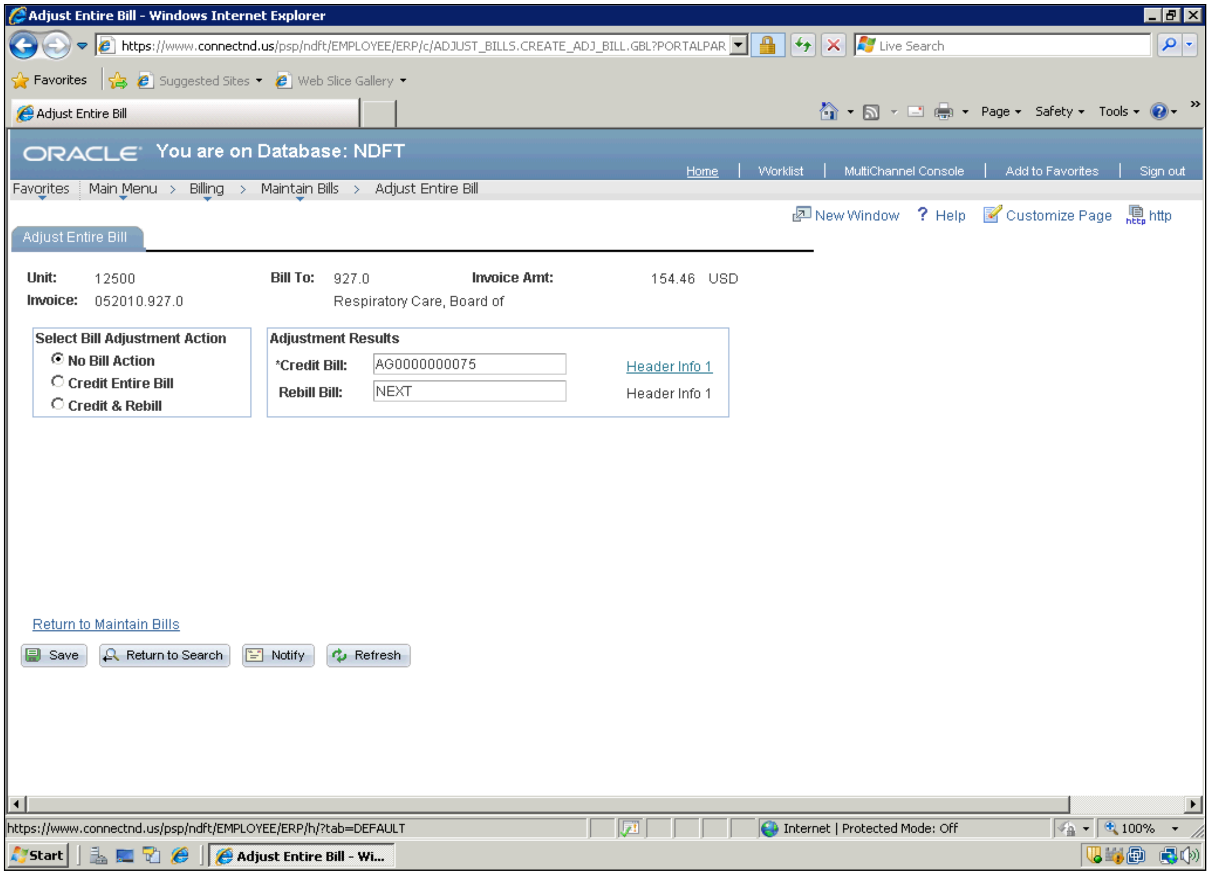
Step	Action
18.	Enter the desired information into the **Note Text** field. Enter "**CREDIT - INCORRECT BILLING**".
19.	Click the **Line - Info 1** tab. Line - Info 1



Step	Action
20.	Click the **Save** button.



Step	Action
21.	The Credit Entire Invoice function opened a new window when it created the credit invoice. Click the **Close** button. 



Step	Action
22.	Click the **Home** link. 
23.	This topic showed how to Credit an Entire Bill. **End of Procedure.**

ST 7.6.2 - Credit Entire Bill and ReBill

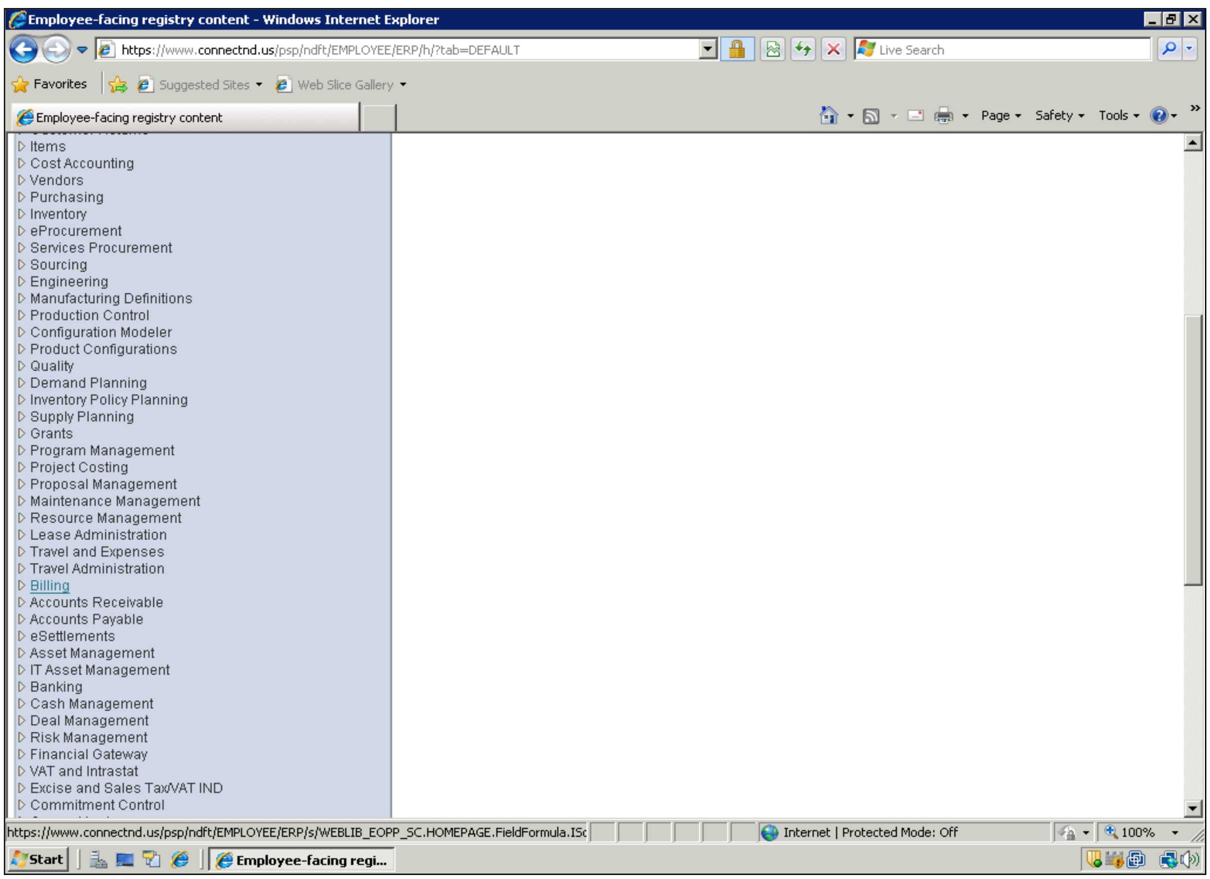
Credit Entire Bill and ReBill

Navigation: Billing > Maintain Bills > Adjust Entire Bill

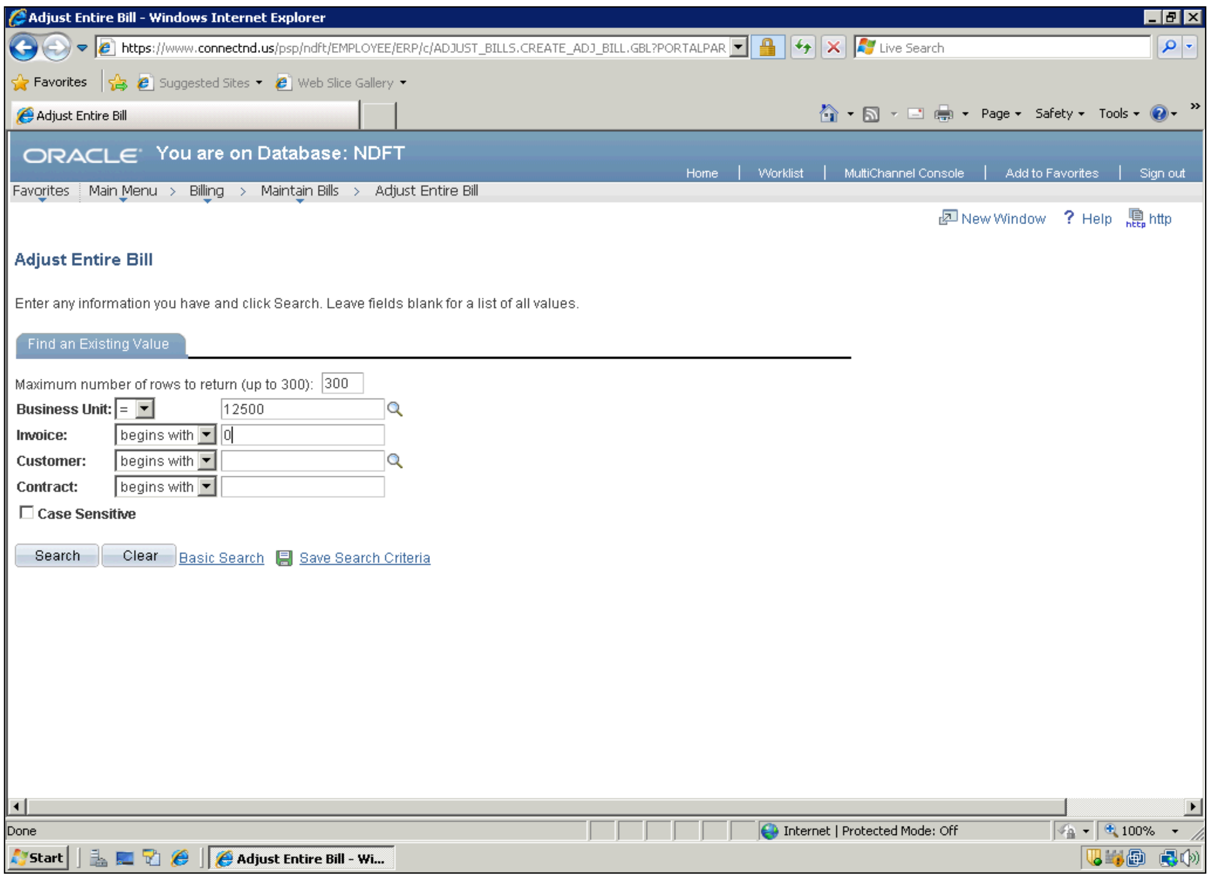
The Adjust Entire Bill function enables you to adjust the entire bill either by crediting the entire bill or by crediting the original bill and re billing. The credit and rebill actions are performed in one step. After the new bill is created, you can make any modifications as necessary. The credit bill is created with a status of **RDY** (Ready) and the re-bill is created with a status of **NEW** (New).

Procedure

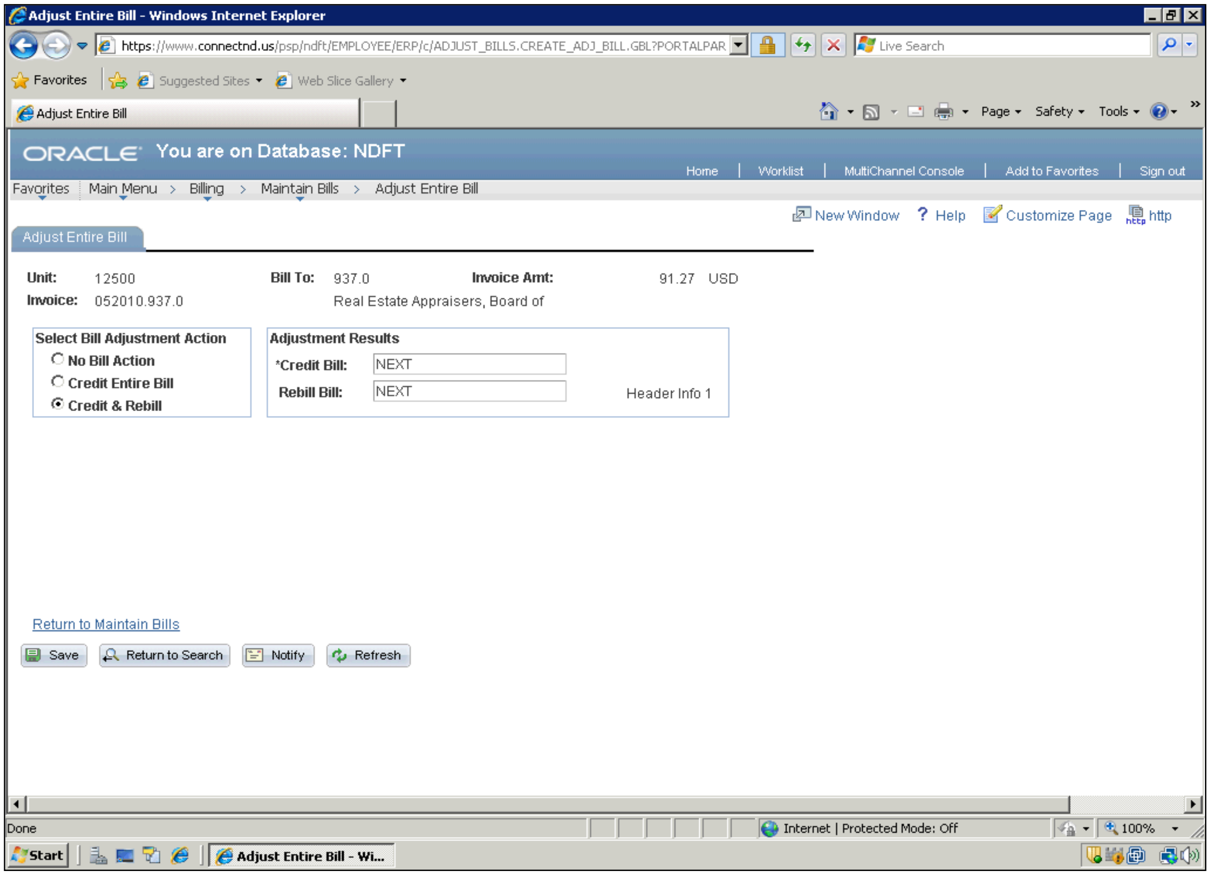
This topic shows how to Credit an Entire Bill and ReBill.



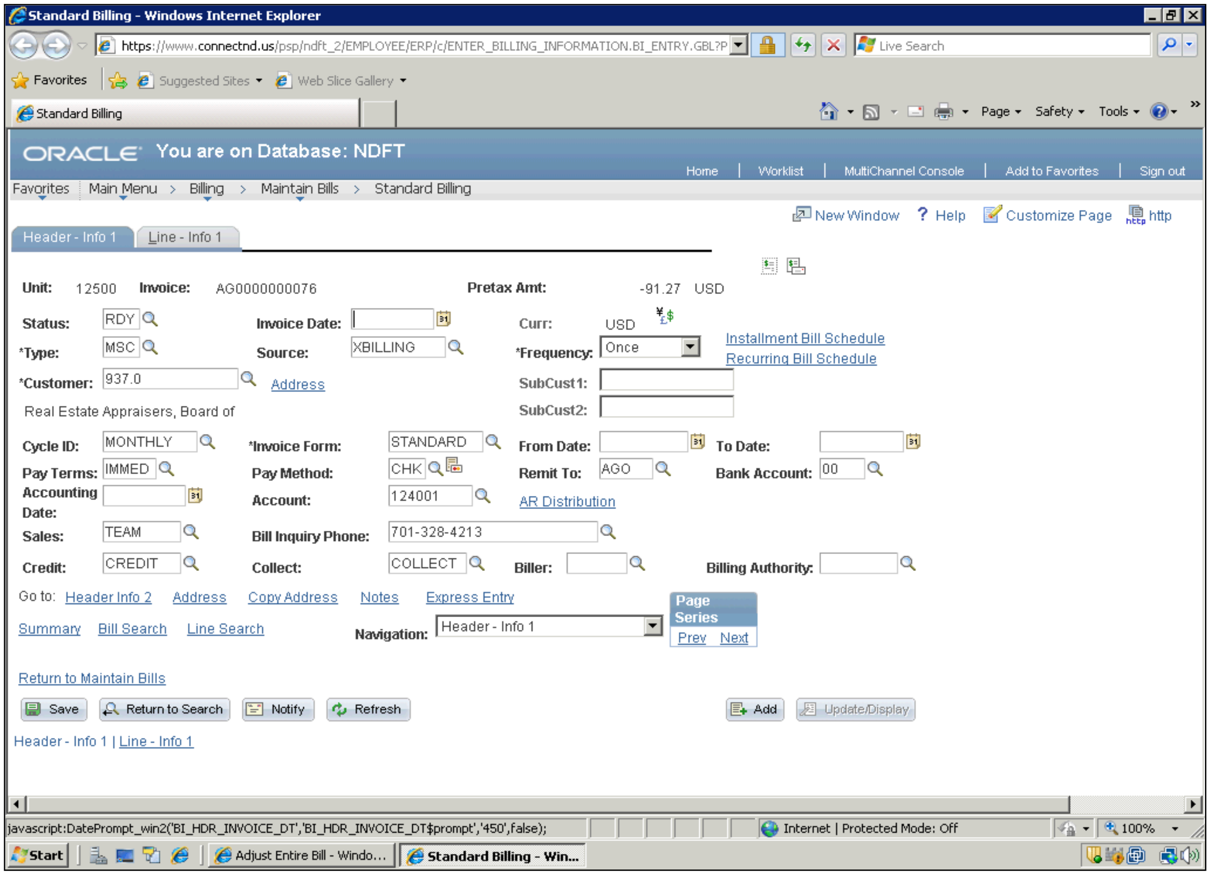
Step	Action
1.	Click the **Billing** link. ▷ Billing
2.	Click the **Maintain Bills** link. Maintain Bills
3.	Click the **Adjust Entire Bill** link. Adjust Entire Bill



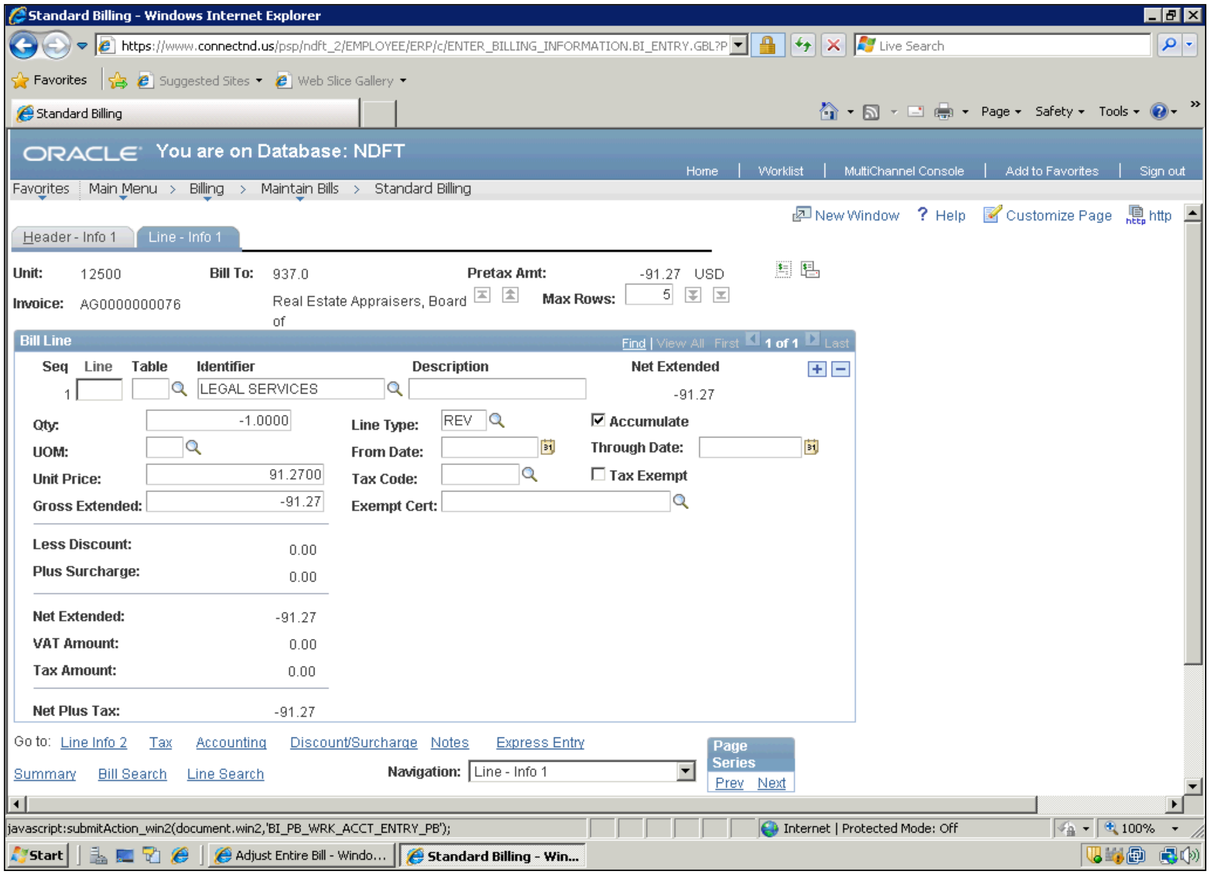
Step	Action
4.	Enter the desired information into the **Invoice** field. Enter "**052010.937.0**".
5.	Click the **Search** button. Search



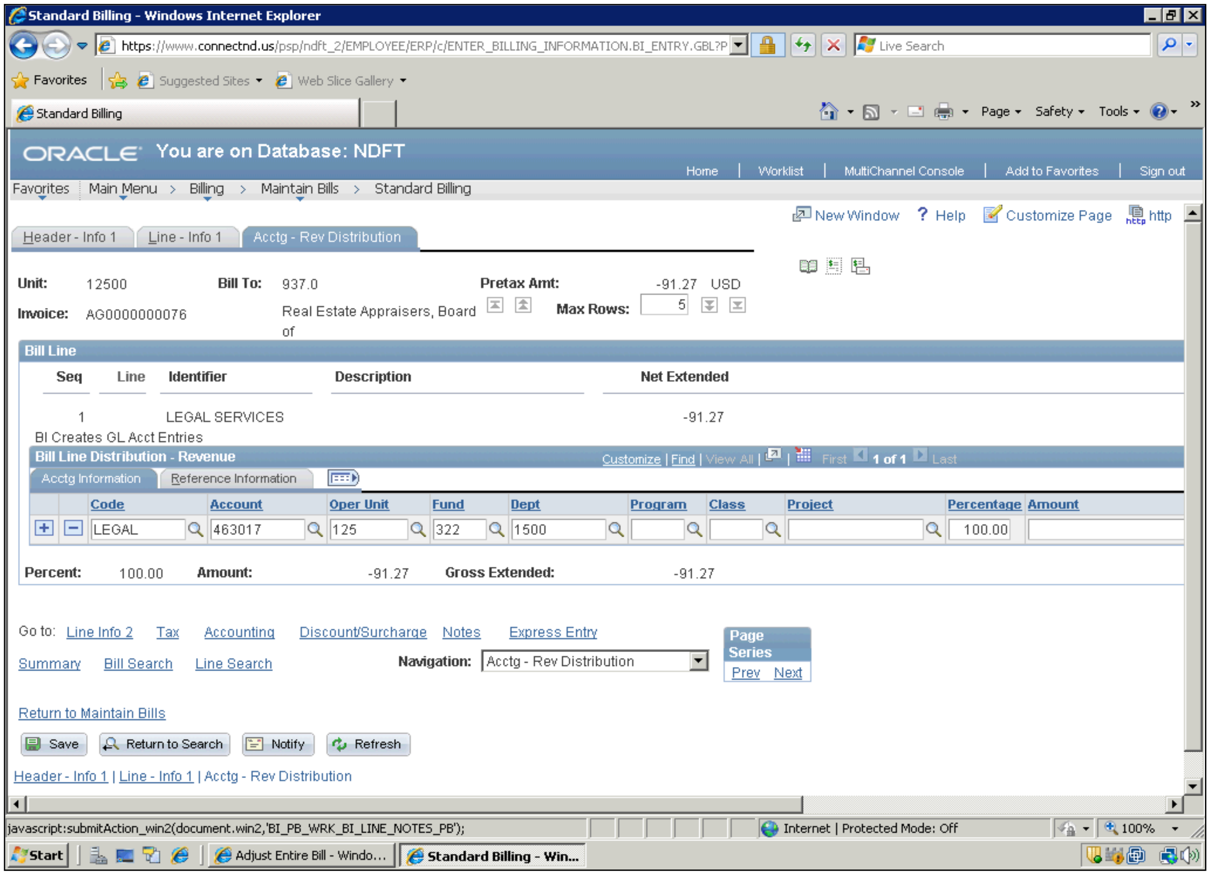
Step	Action
6.	Click the **Credit & Rebill** option. Credit & Rebill
7.	Click the **Save** button. Save
8.	Once the record is saved, 2 new Header Info 1 links will appear. The Credit Bill and Rebill Bill are the new invoices.
9.	Click the **Header Info 1** link. Header Info 1
10.	The new invoice will be in **RDY** (Ready) Status.



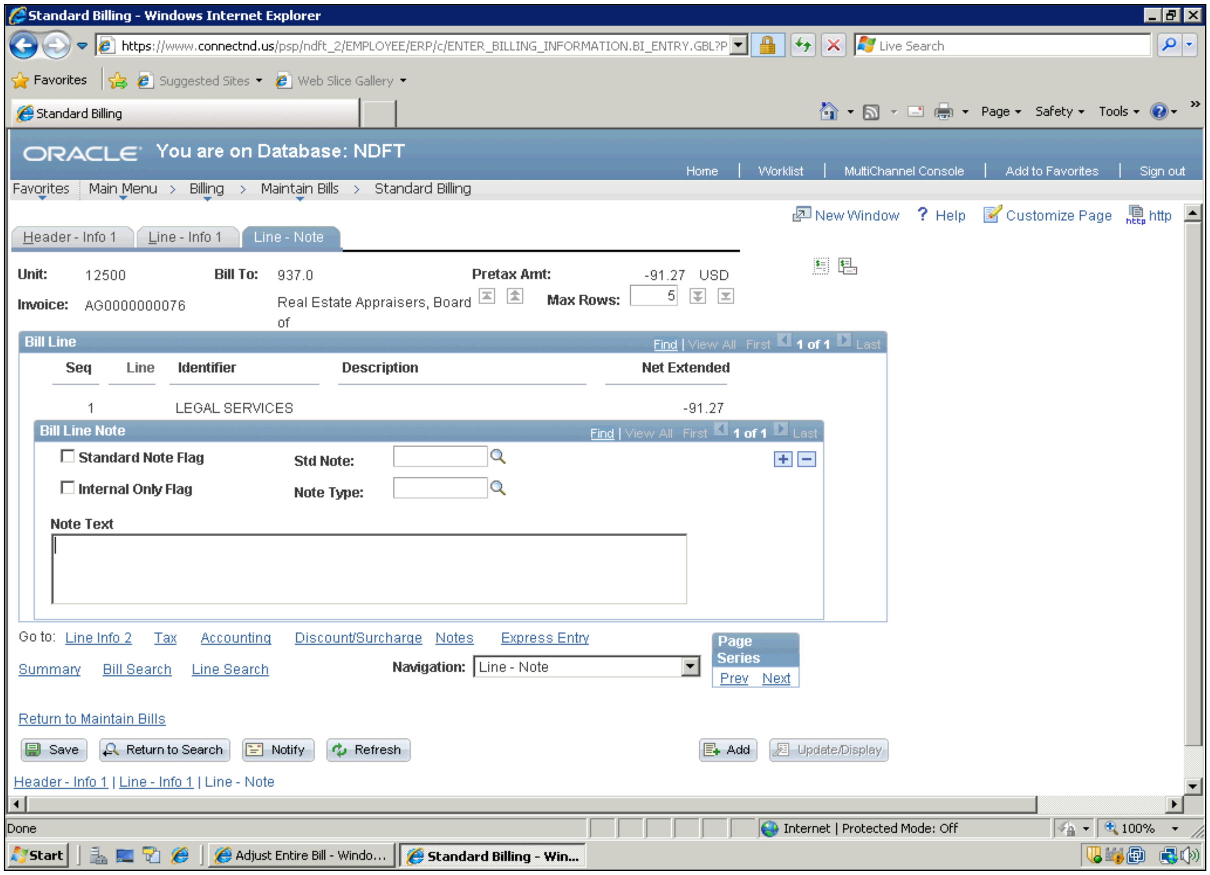
Step	Action
11.	Select a date by clicking on the calendar icon, or type it in the Invoice Date field. Click the **Choose a date (Alt+5)** button. 
12.	Click the **Current Date** link. Current Date
13.	The billing can be applied back to an open accounting period. <u>The apply back date must be stated in the Accounting field.</u> The Invoice Date field will not apply back the transaction.
14.	Click the **Line - Info 1** tab. Line - Info 1



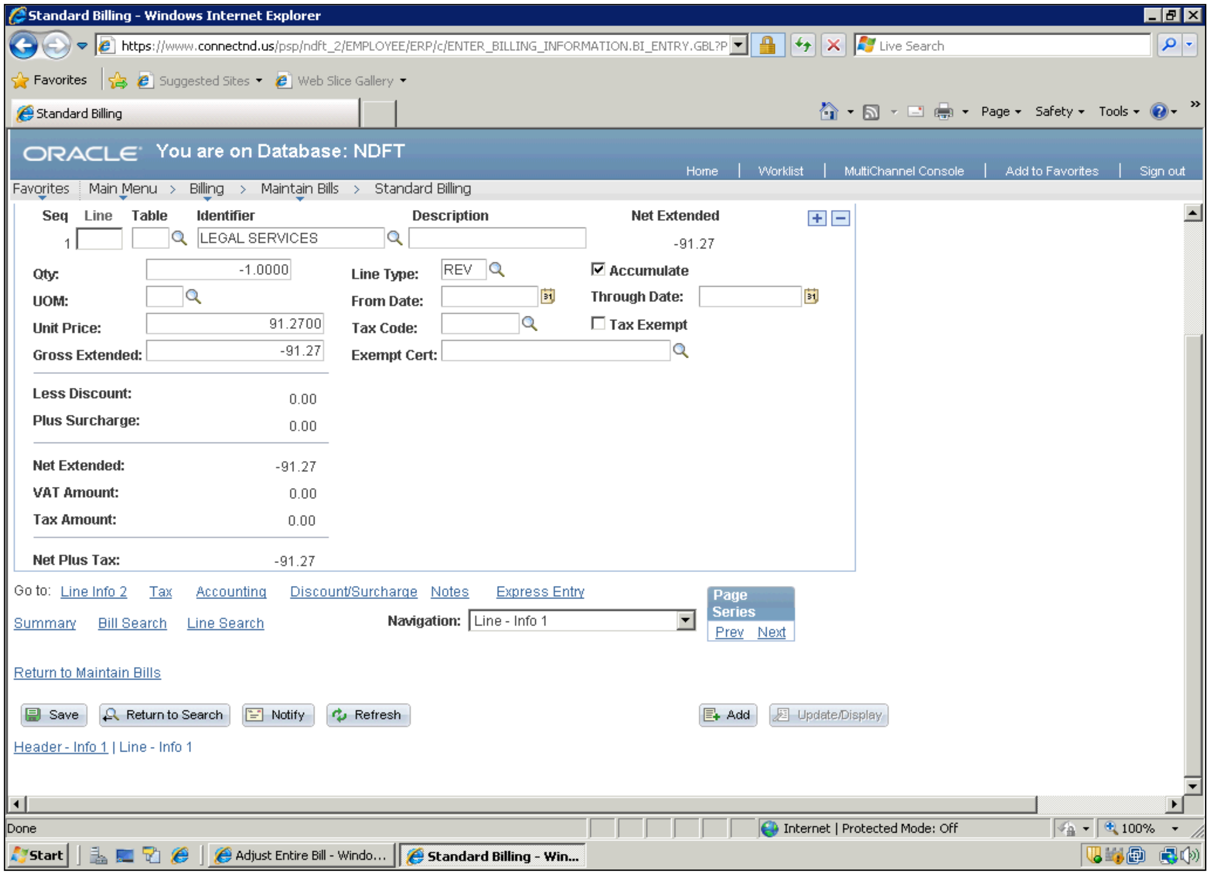
Step	Action
15.	Click the **Accounting** link. Accounting
16.	Do not change the accounting chartfields as they must remain the same for the debit/credit entries to balance.



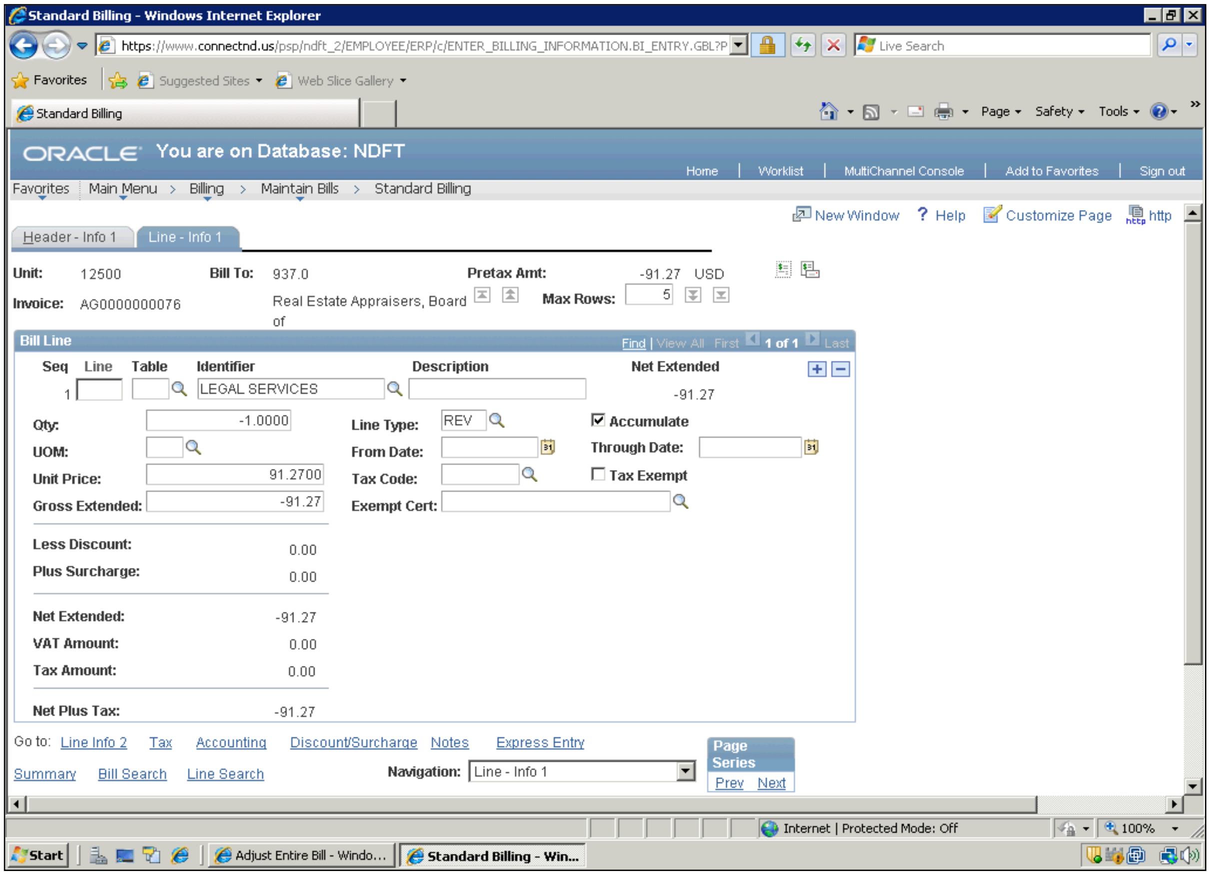
Step	Action
17.	Click the **Notes** link. Notes



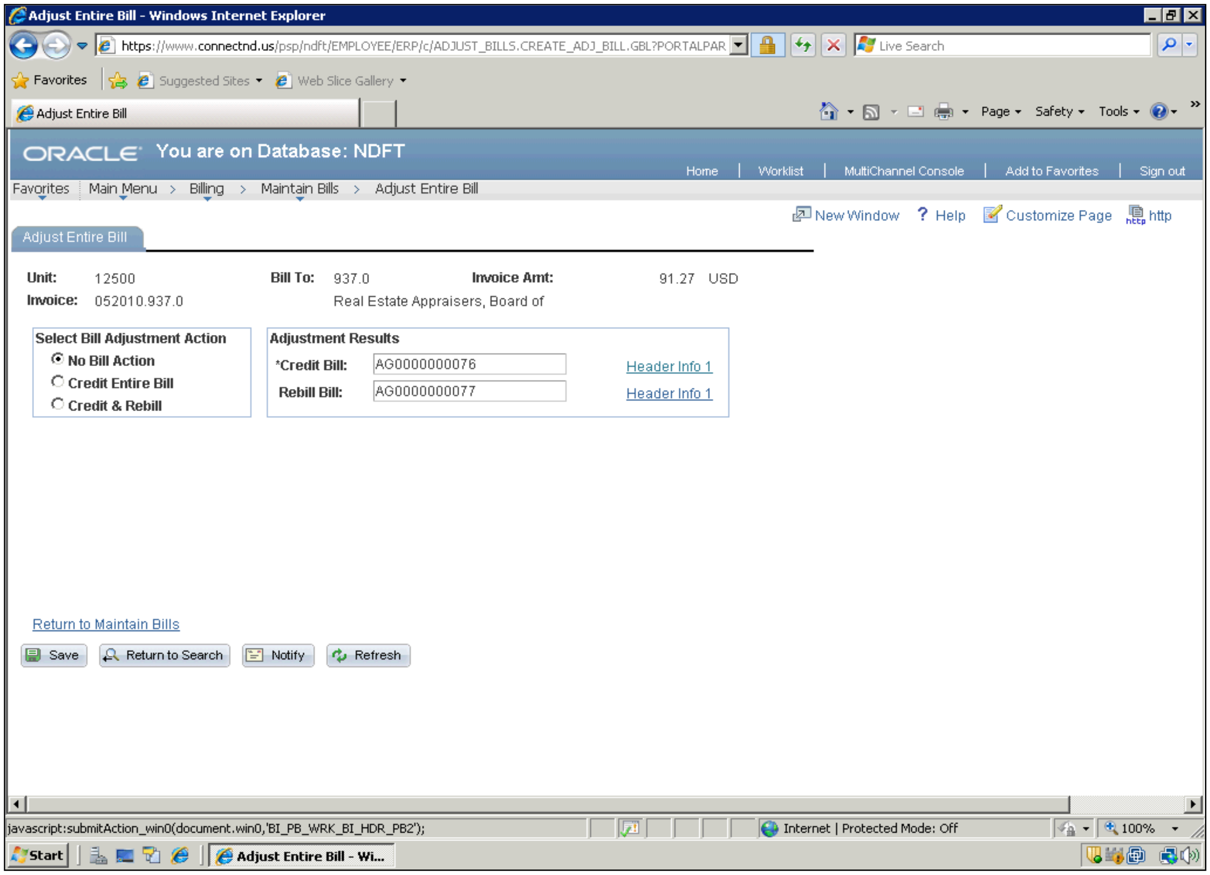
Step	Action
18.	Enter the desired information into the **Note Text** field. Enter "**CREDIT - INCORRECT AMOUNT.**".
19.	Click the **Line - Info 1** tab. 



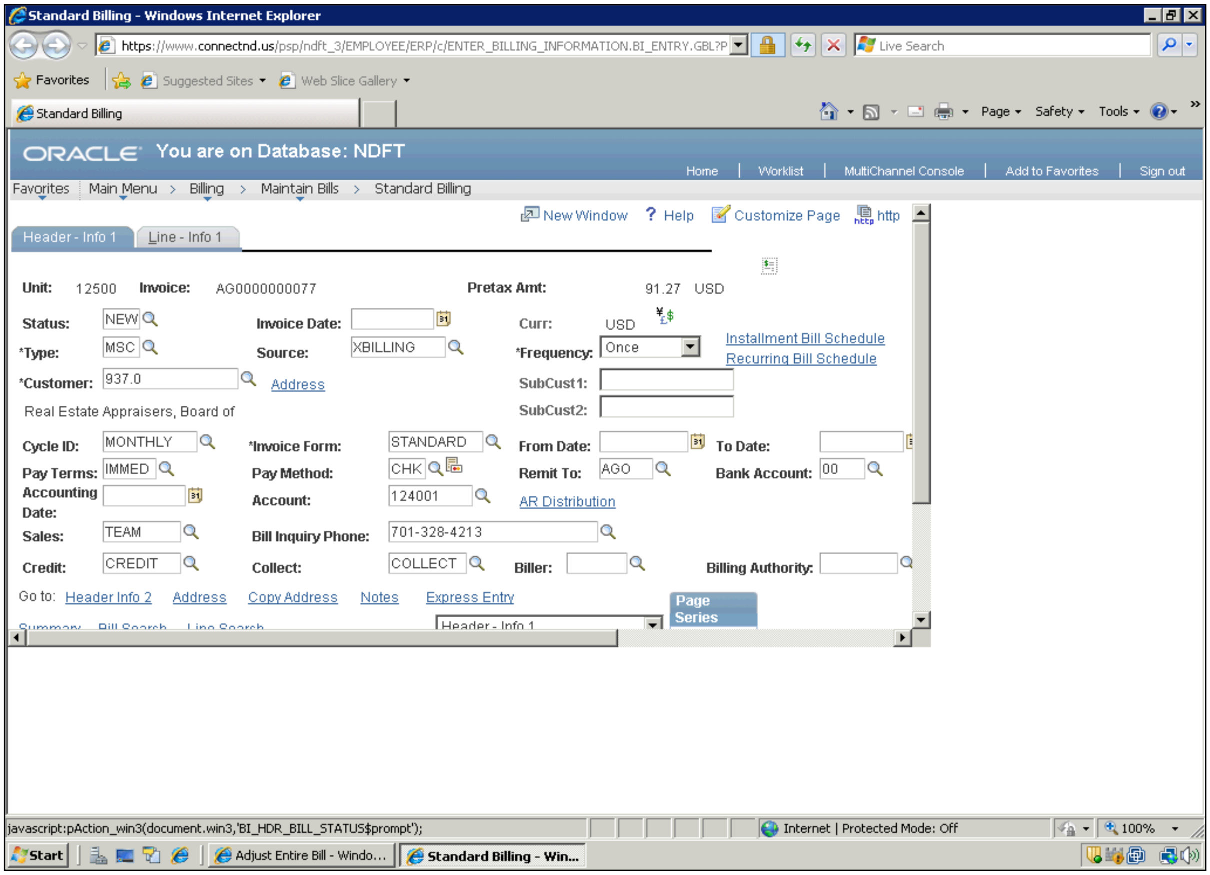
Step	Action
20.	Click the **Save** button. 



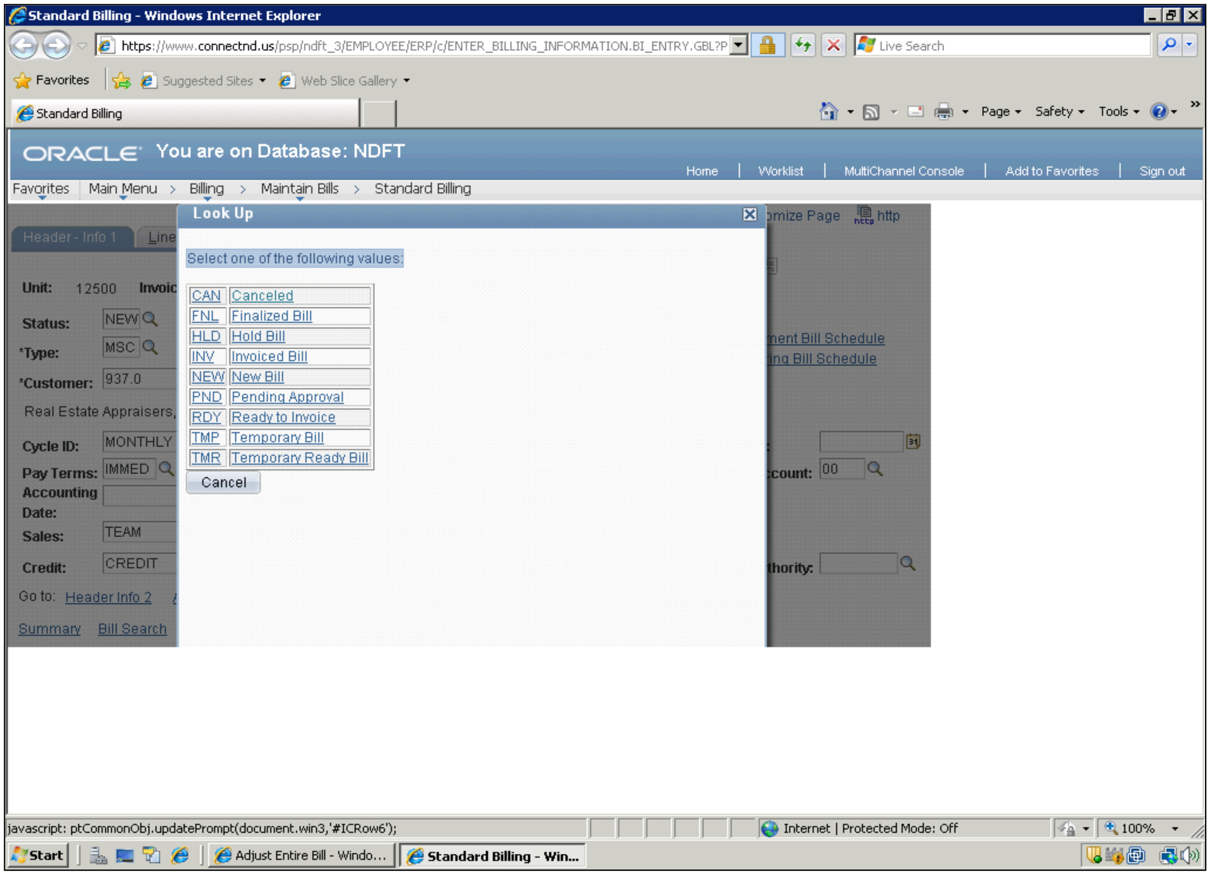
Step	Action
21.	The Credit Entire Invoice function opened a new window when it created the credit invoice. Click the **Close** button. 
22.	The additional Header Info 1 link is the new bill. **Note:** The previous invoice was the credit amount.

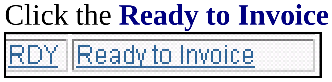


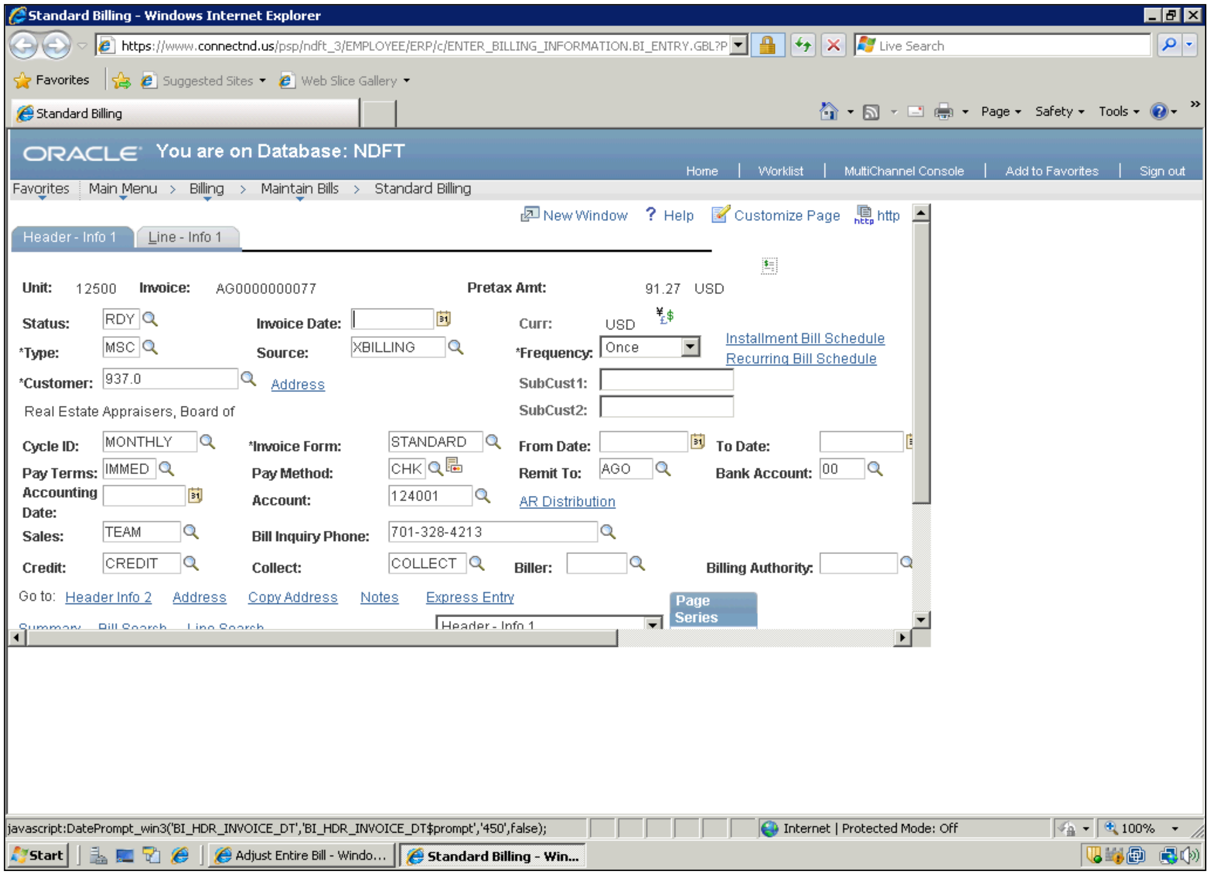
Step	Action
23.	Click the **Header Info 1** link. Header Info 1

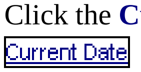


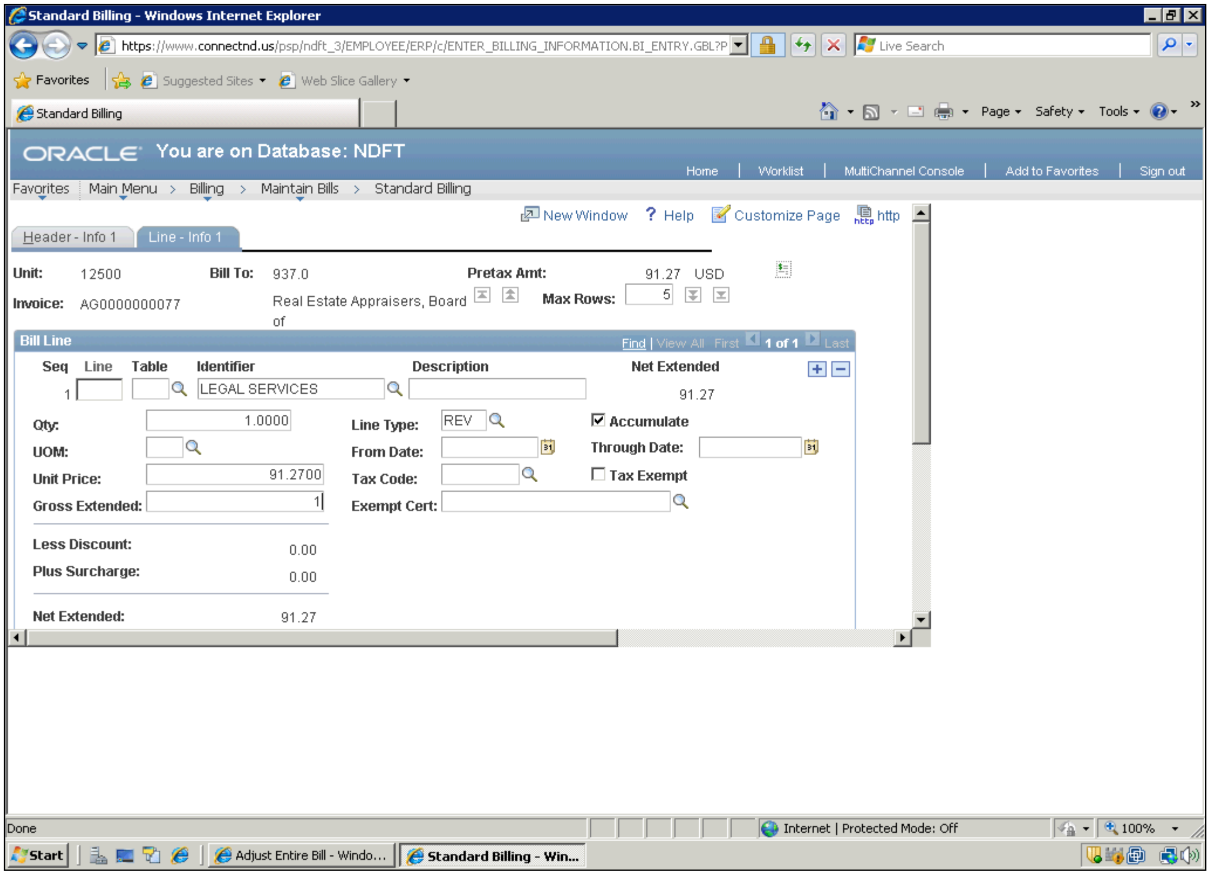
Step	Action
24.	Status can be left as **NEW** or changed to **RDY** (Ready to Invoice). **Note:** If left as **New**, the Bill Status Change (ST 7.5.1) will need to be ran after the bill(s) are saved and before Generating Invoices/Single Action Invoice (ST 7.5.3). Click the **Look up Status (Alt+5)** button. 



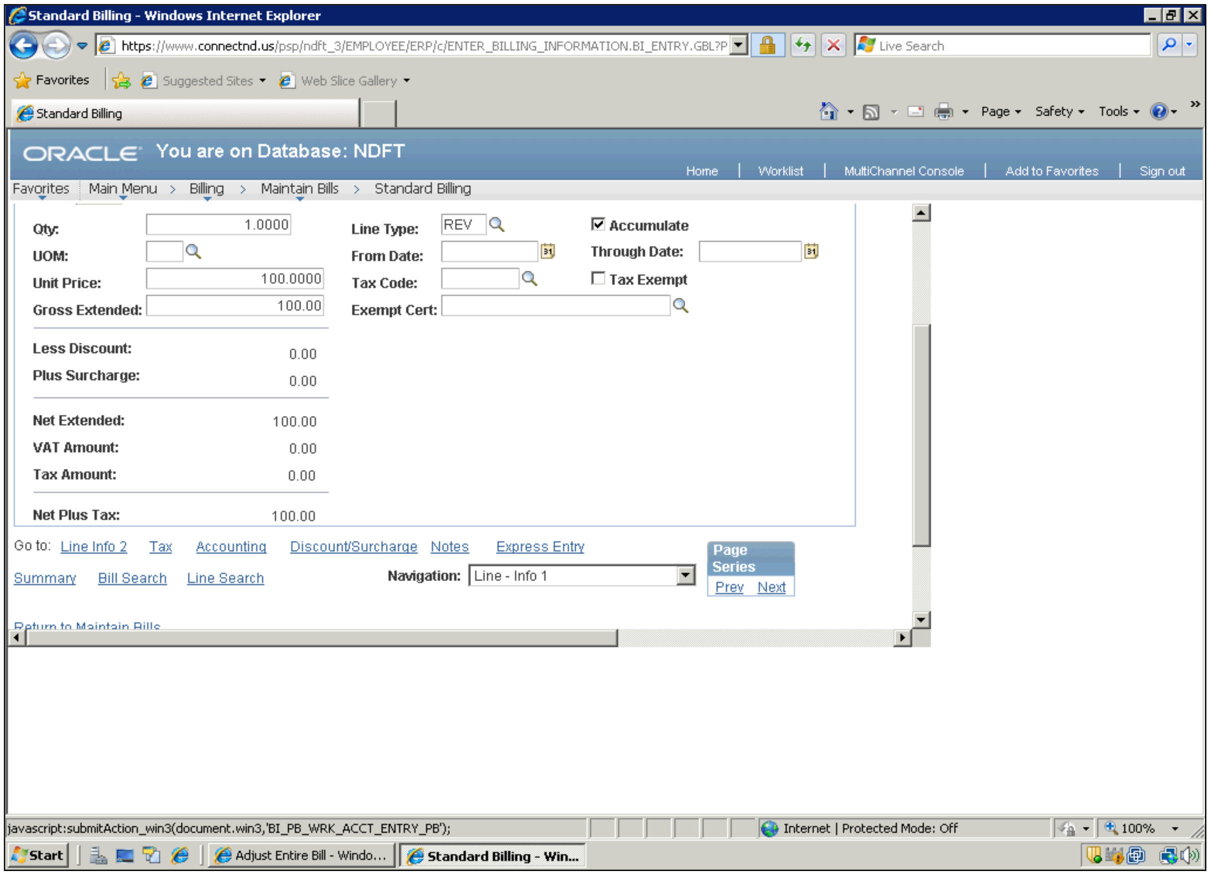
Step	Action
25.	Click the **Ready to Invoice** link. 



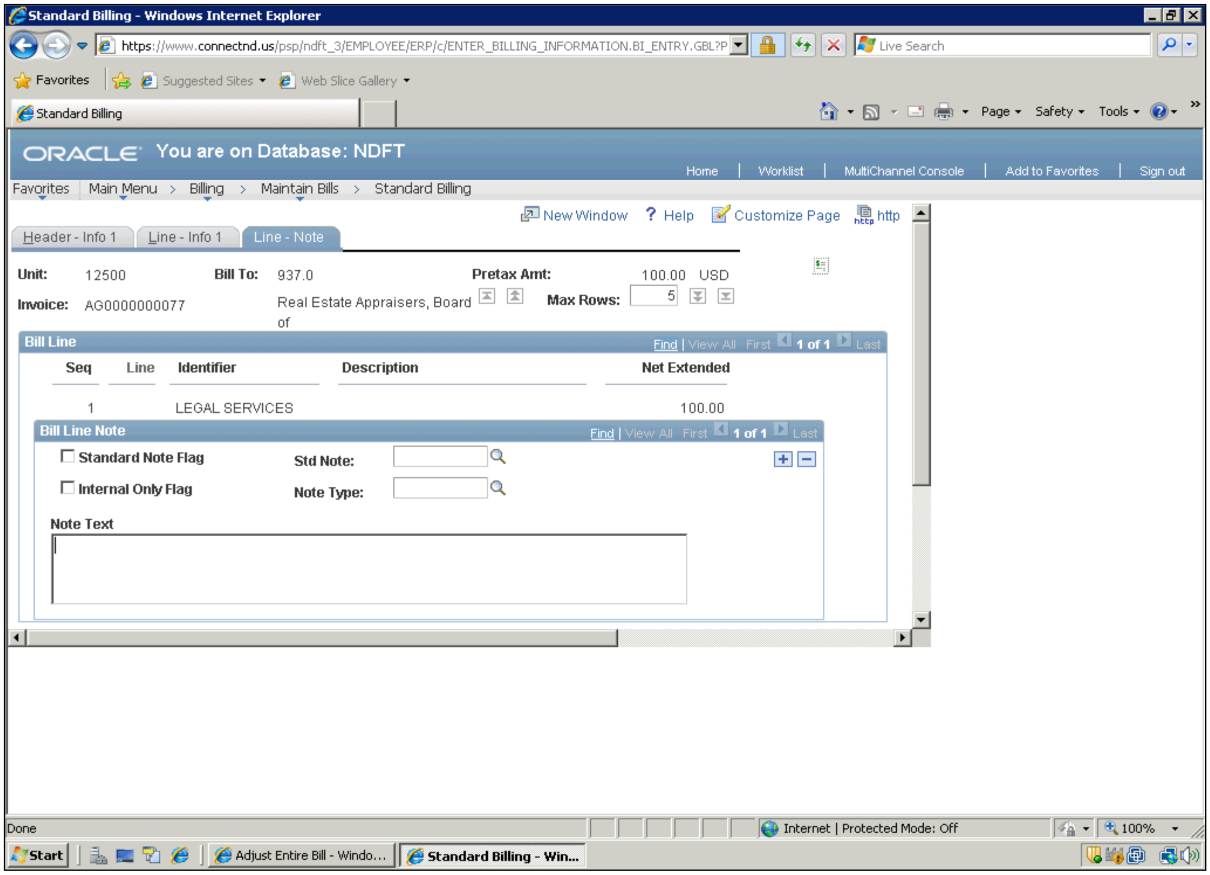
Step	Action
26.	Select a date by clicking on the calendar icon, or type it in the Invoice Date field. Click the **Choose a date (Alt+5)** button. 
27.	Click the **Current Date** link. 
28.	The Accounting field is where you would apply the invoice back to a prior open accounting period, if necessary.
29.	Click the **Line - Info 1** tab. 

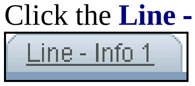


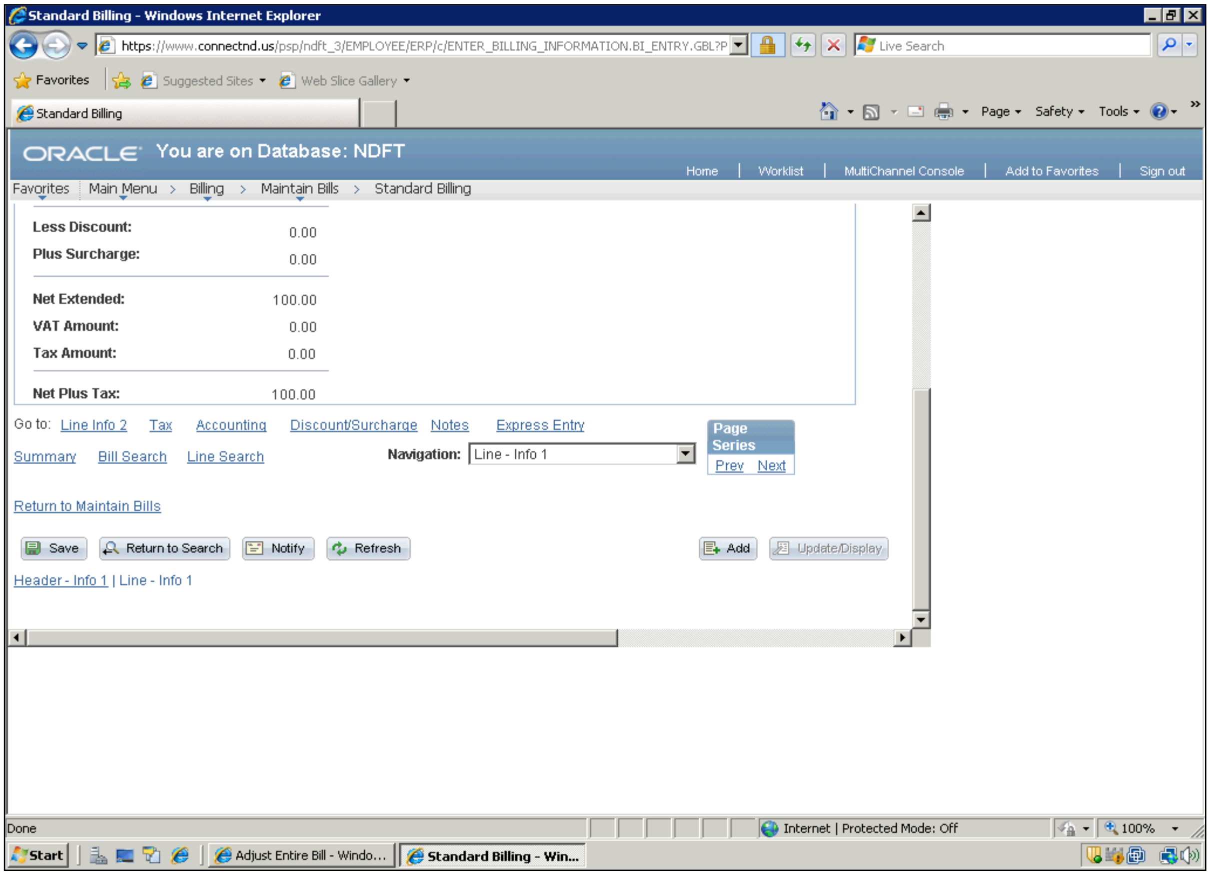
Step	Action
30.	Since this is a Rebill, you will want to change the amount of the billing. Delete the prior amount and enter a new billed amount. Enter the desired information into the **Gross Extended** field. Enter "**100.00**".
31.	By Refreshing the page, the new amount will populate all necessary fields. Click the **Refresh** button. 
32.	Amounts are changed to reflect the Rebilled invoice.



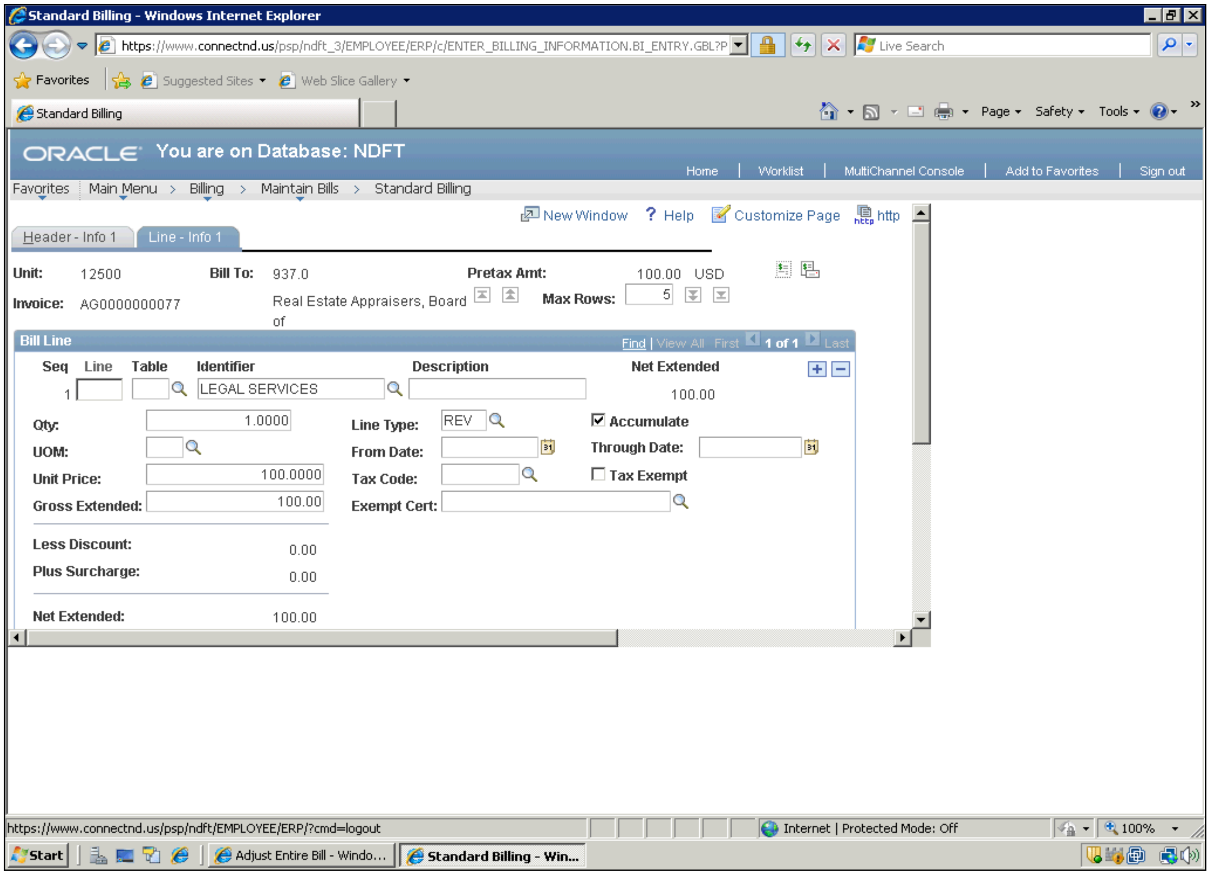
Step	Action
33.	Click the object. Accounting
34.	Accounting chartfields can be changed on the Rebilled invoice.
35.	Click the object. Notes



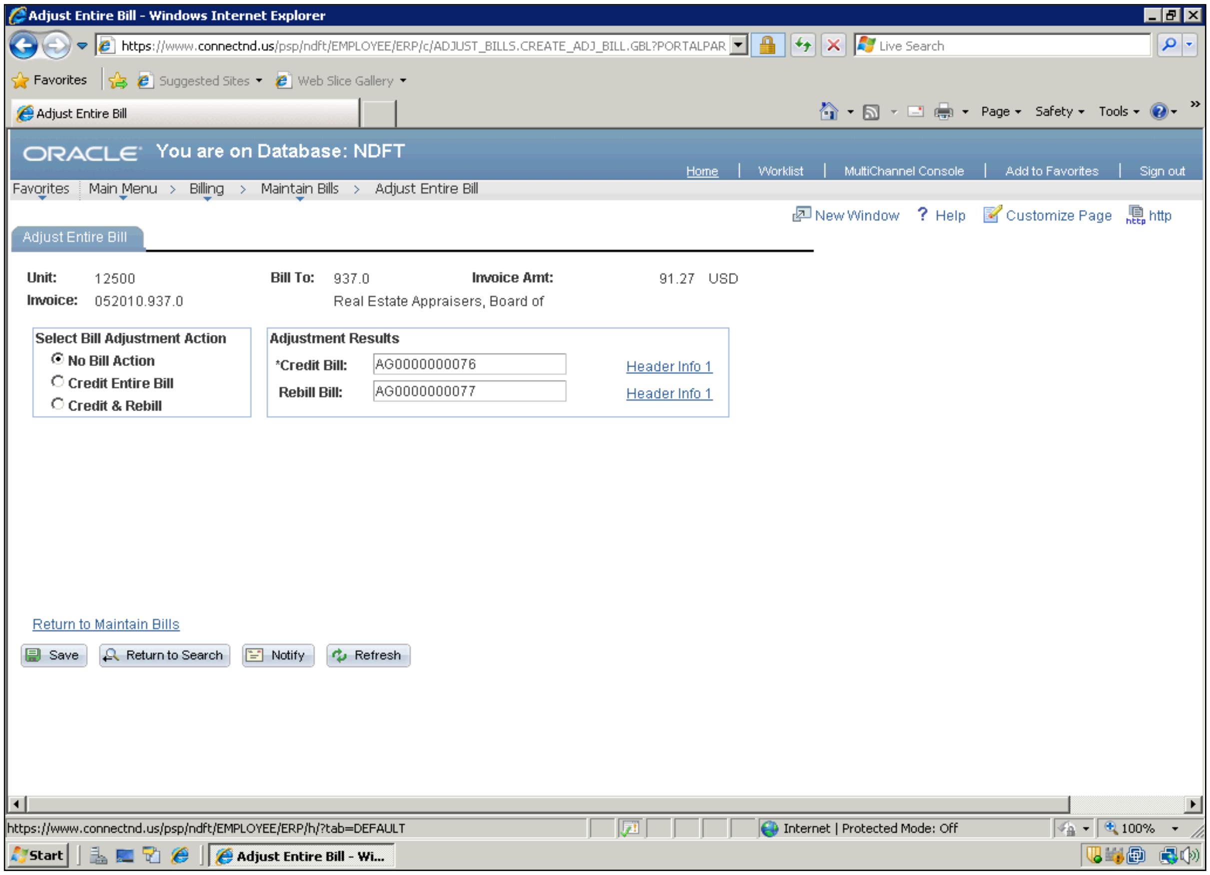
Step	Action
36.	Enter the desired information into the **Note Text** field. Enter "**REBILL TO REFLECT ADJUSTED AMOUNT**".
37.	Click the **Line - Info 1** tab. 



Step	Action
38.	Click the **Save** button. 



Step	Action
39.	The Rebill Invoice function opened a new window when it created the new invoice. Click the **Close** button.



Step	Action
40.	Click the **Home** link. Home
41.	This topic showed how to Credit an Entire Bill and ReBill. **End of Procedure.**

ST 7.6.3 - Online Pending

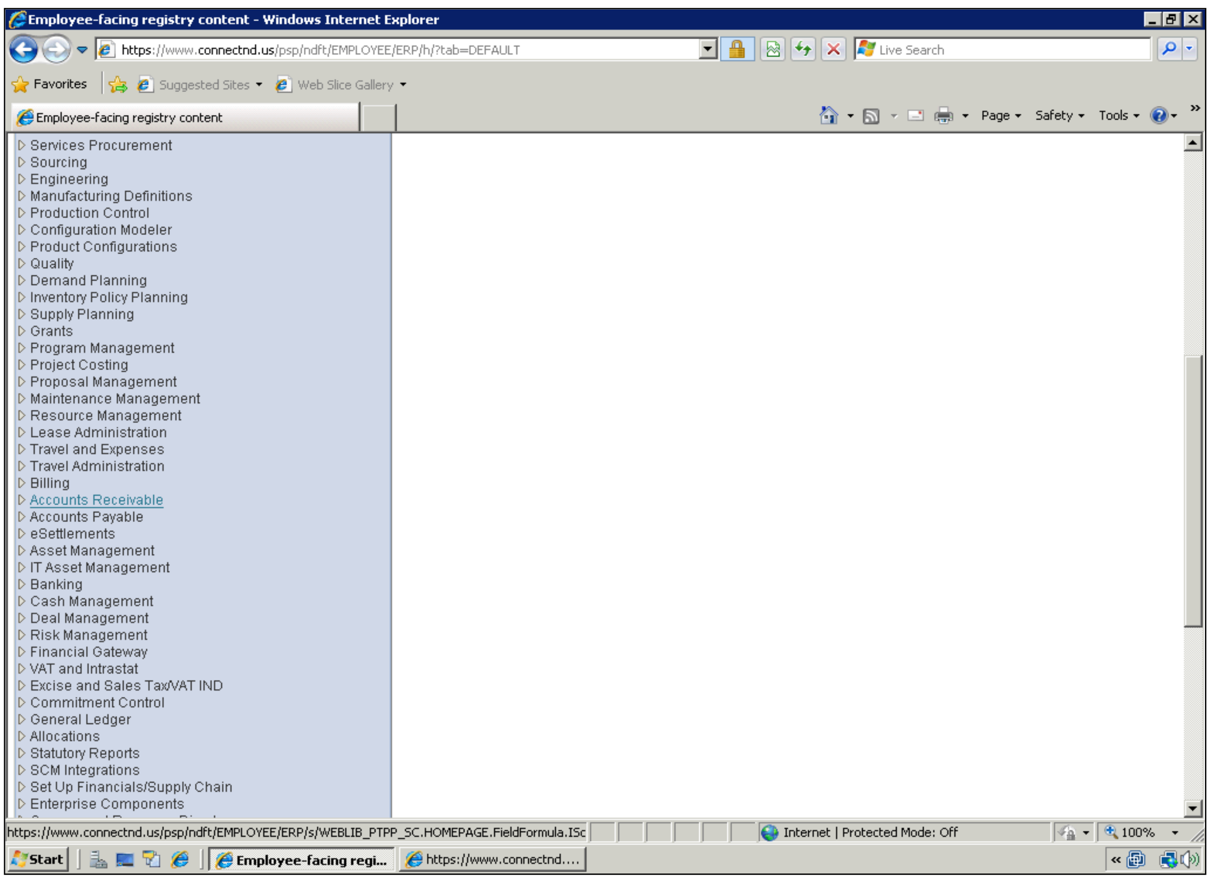
Online Pending

Navigation: Accounts Receivable > Pending Items > Online Items > Group Entry

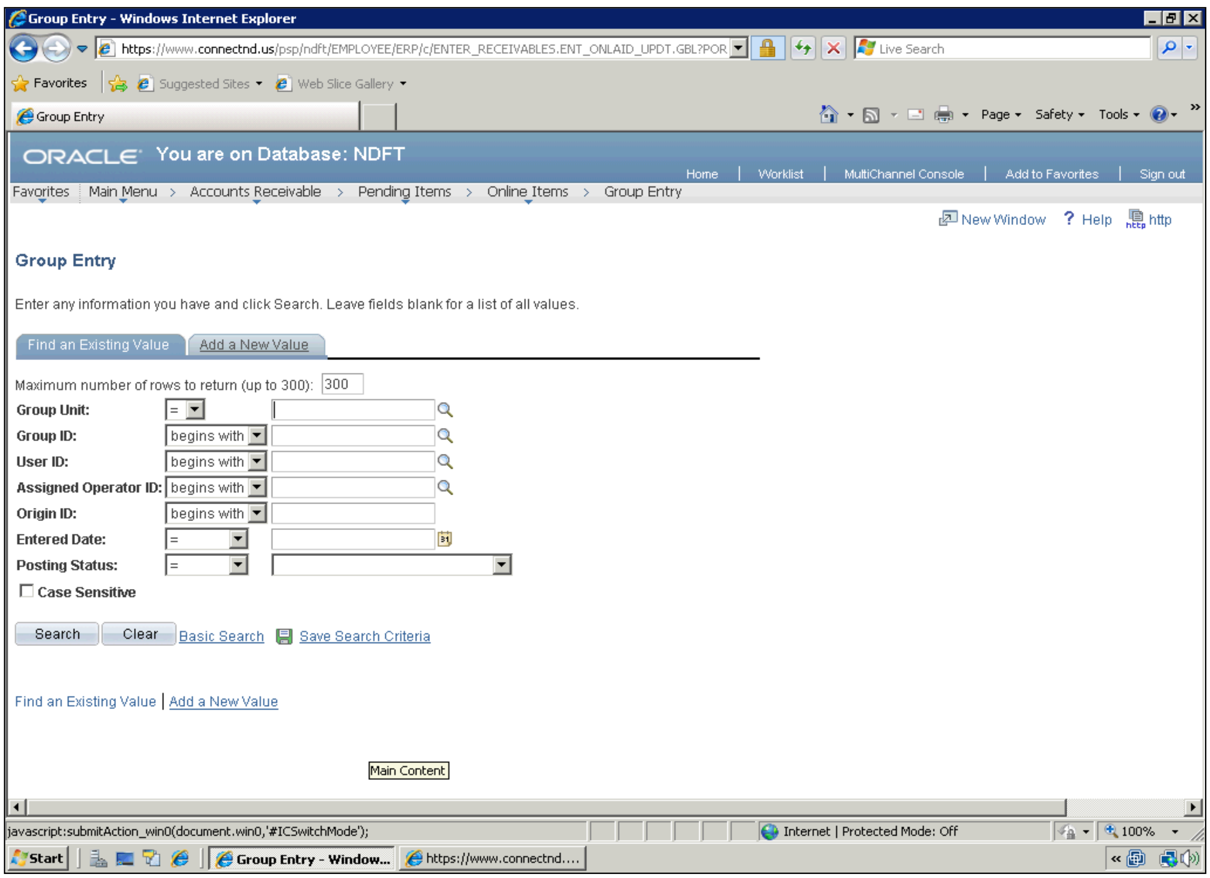
Pending items can be entered in PeopleSoft through an interface or by online data entry. Entering pending items online is a way to adjust customer balances by utilizing the debit/credit memo method.

Procedure

This topic shows how to create an Online Pending item.

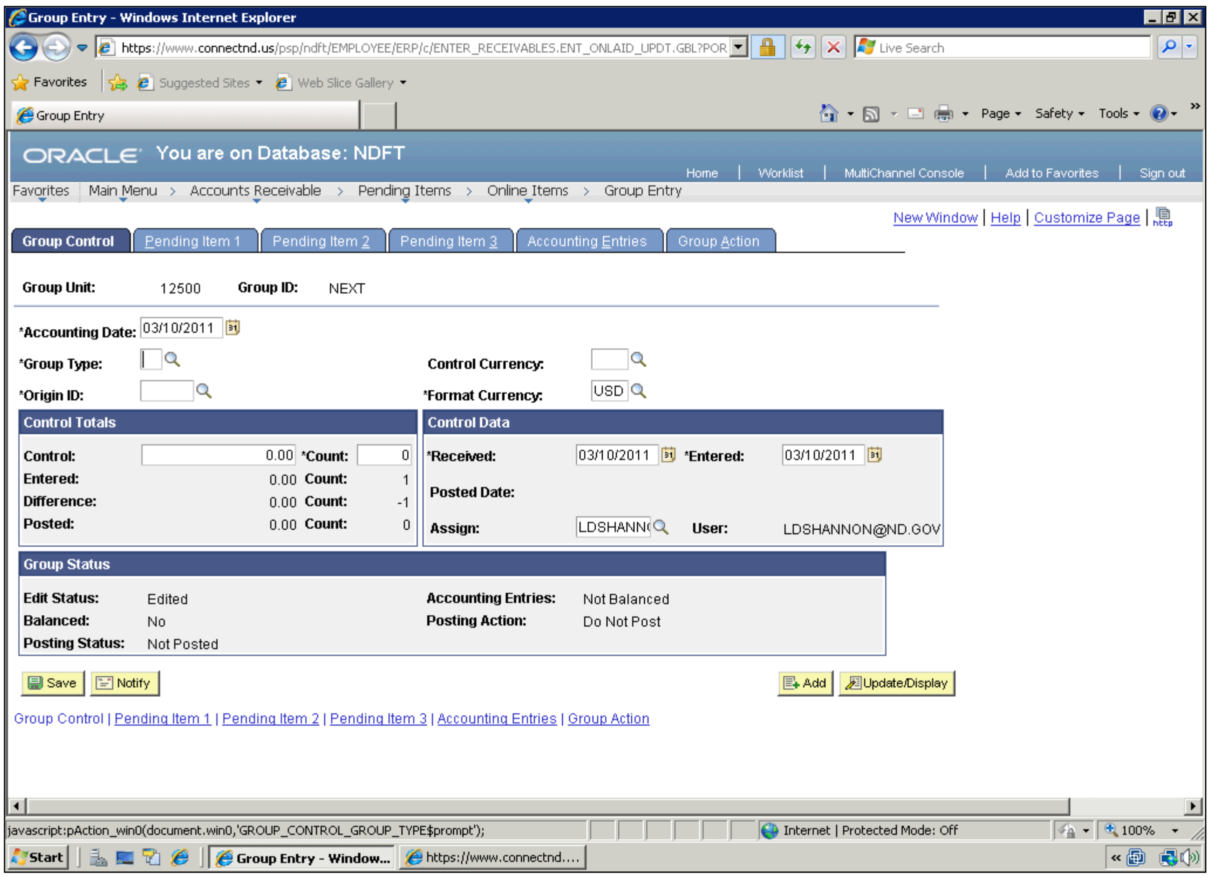


Step	Action
1.	Click the **Accounts Receivable** link. Accounts Receivable
2.	Click the **Pending Items** link. Pending Items
3.	Click the **Online Items** link. Online Items
4.	Click the **Group Entry** link. Group Entry



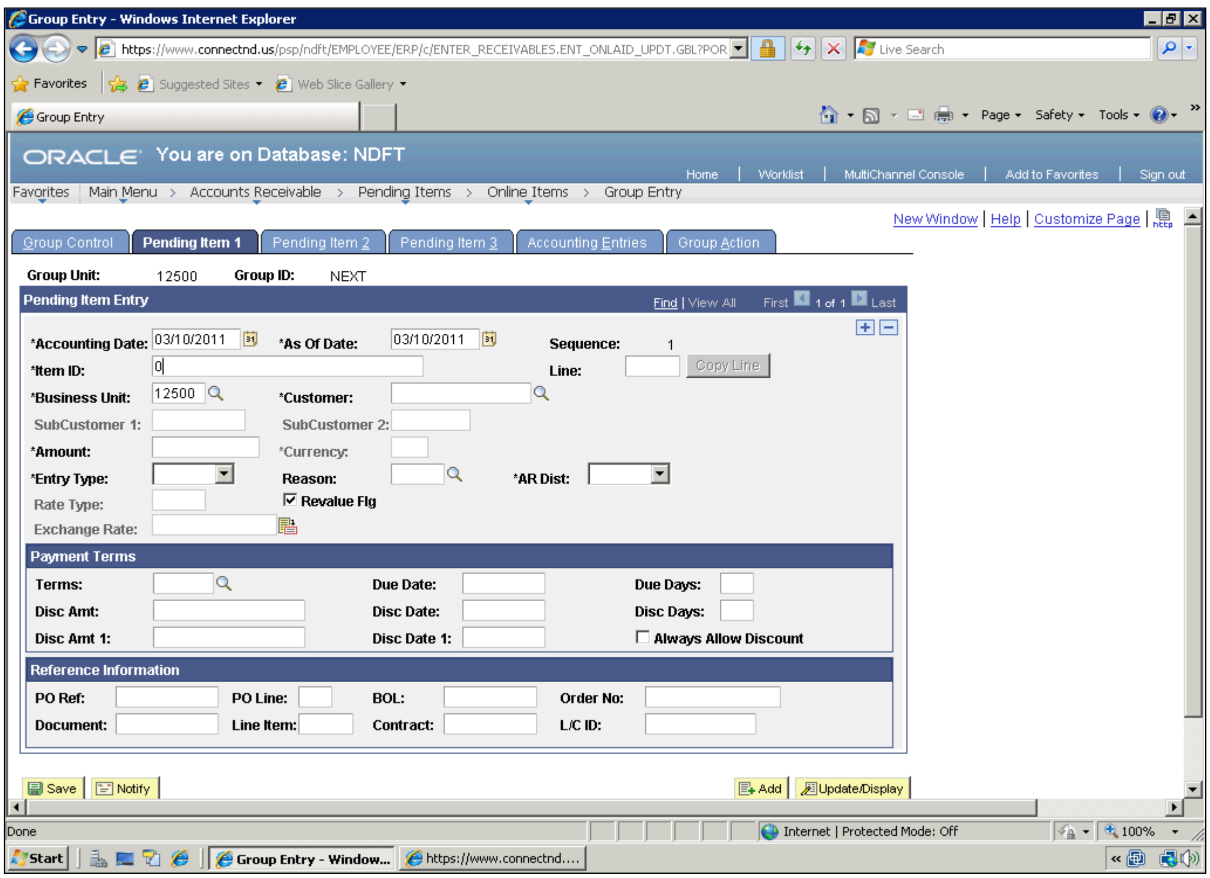
Step	Action
5.	Click the **Add a New Value** tab. Add a New Value

Step	Action
6.	Click the **Add** button. Add
7.	The Accounting Date field on the Group Control page will be the only place to apply back the invoice to a prior open accounting period.

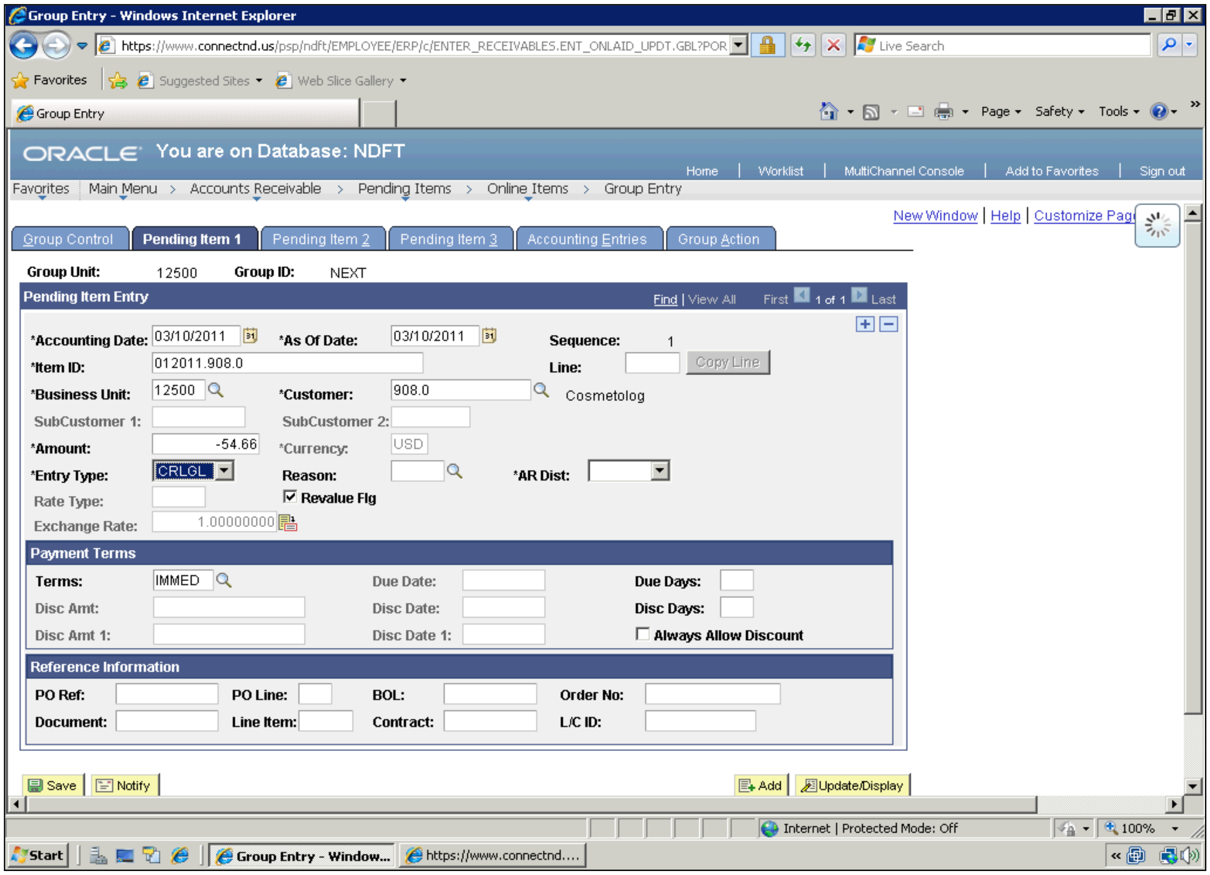


Step	Action
8.	Click the **Look up Group Type (Alt+5)** button.
9.	Click the **Billing** link. Billing
10.	Click the **Look up Origin ID (Alt+5)** button.
11.	Click the **Online Billing** link. Online Billing

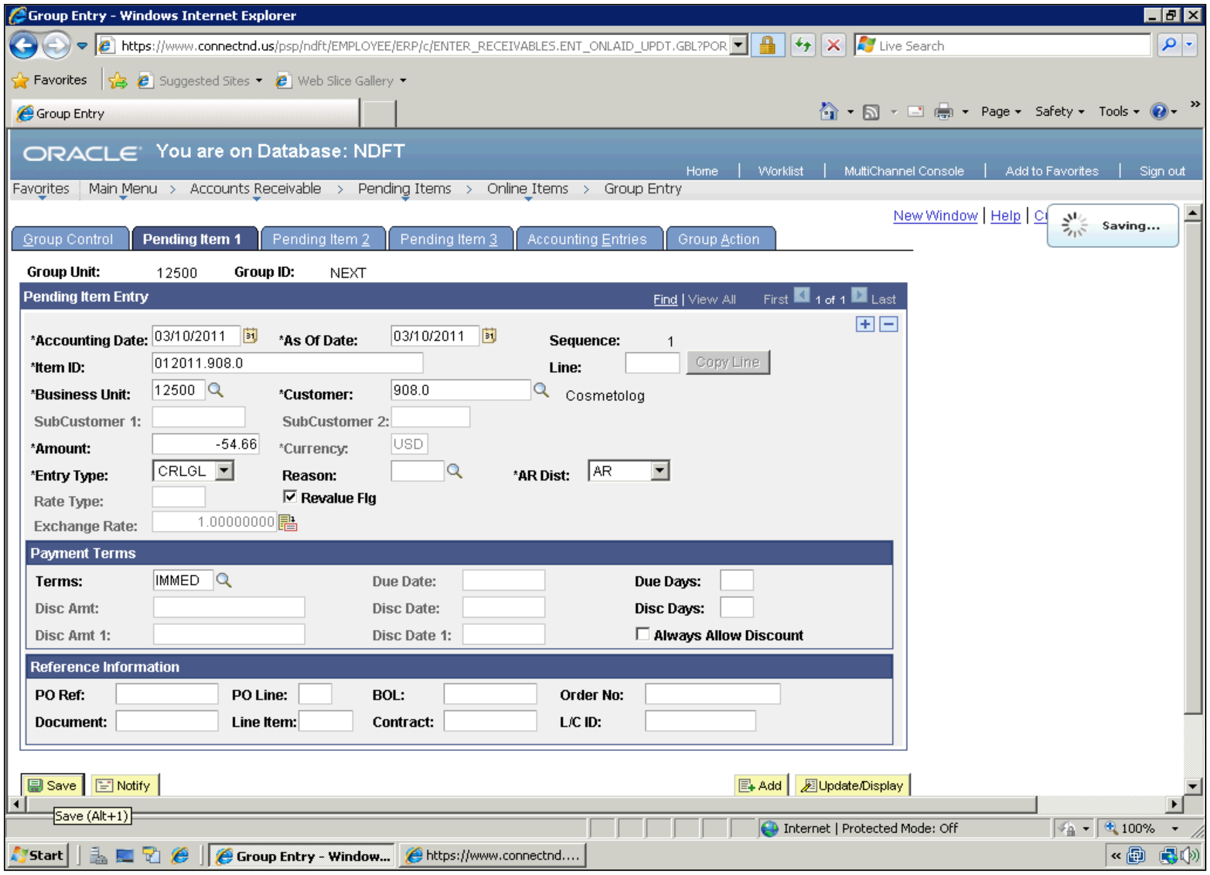
Step	Action
12.	Enter the desired information into the **Control Currency** field. Enter "**usd**".
13.	Enter the desired information into the **Control** field. Enter "**-54.66**". **Note:** This amount can be a debit or credit. It is the TOTAL dollar amount of transactions entered for the pending items.
14.	Enter the desired information into the **Count** field. Enter "**1**". The Count will be the TOTAL number of pending items for the Control amount.
15.	Click the **Pending Item 1** tab. Pending Item 1



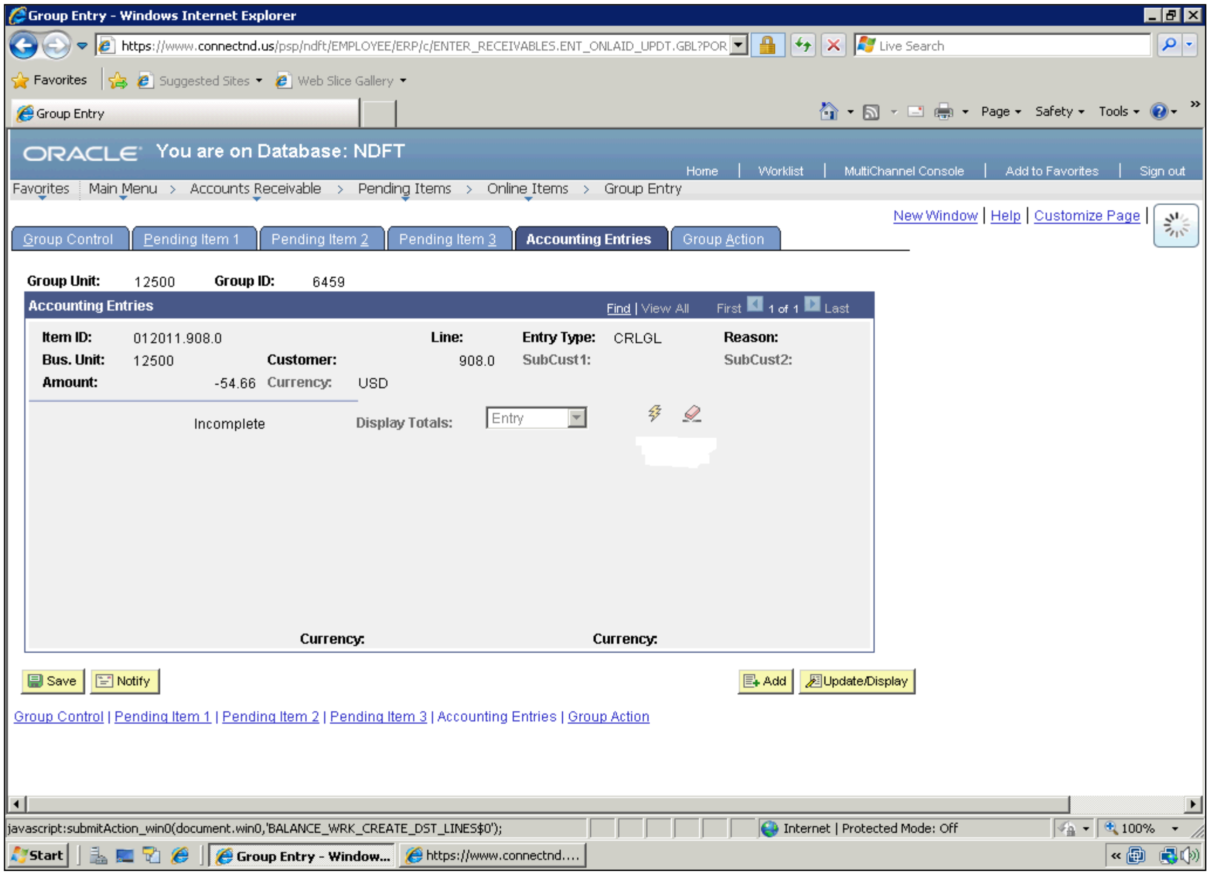
Step	Action
16.	Enter the desired information into the **Item ID** field. Enter "**012011.908.0**". Note: The Item ID must match *exactly* to the item being adjusted, otherwise it will create additional line items for the customer. If this happens, a Maintenance Worksheet will need to be prepared to offset the accounting entries (ST 7.6.4 - Maintenance Worksheet).
17.	Enter the desired information into the **Customer** field. Enter "**908.0**".
18.	If you do not know the Customer number, click on the hour glass. Click the **Look up Customer (Alt+5)** button. 
19.	Click the **Cosmetology, Board of** link. 
20.	Enter the desired information into the **Amount** field. Enter "**-54.66**".
21.	The appropriate Entry Type must be selected for the pending item transaction. These will correspond with the accounting chartfields that were established in the initial Accounts Receivable set up.
22.	Click the **Entry Type** list. 



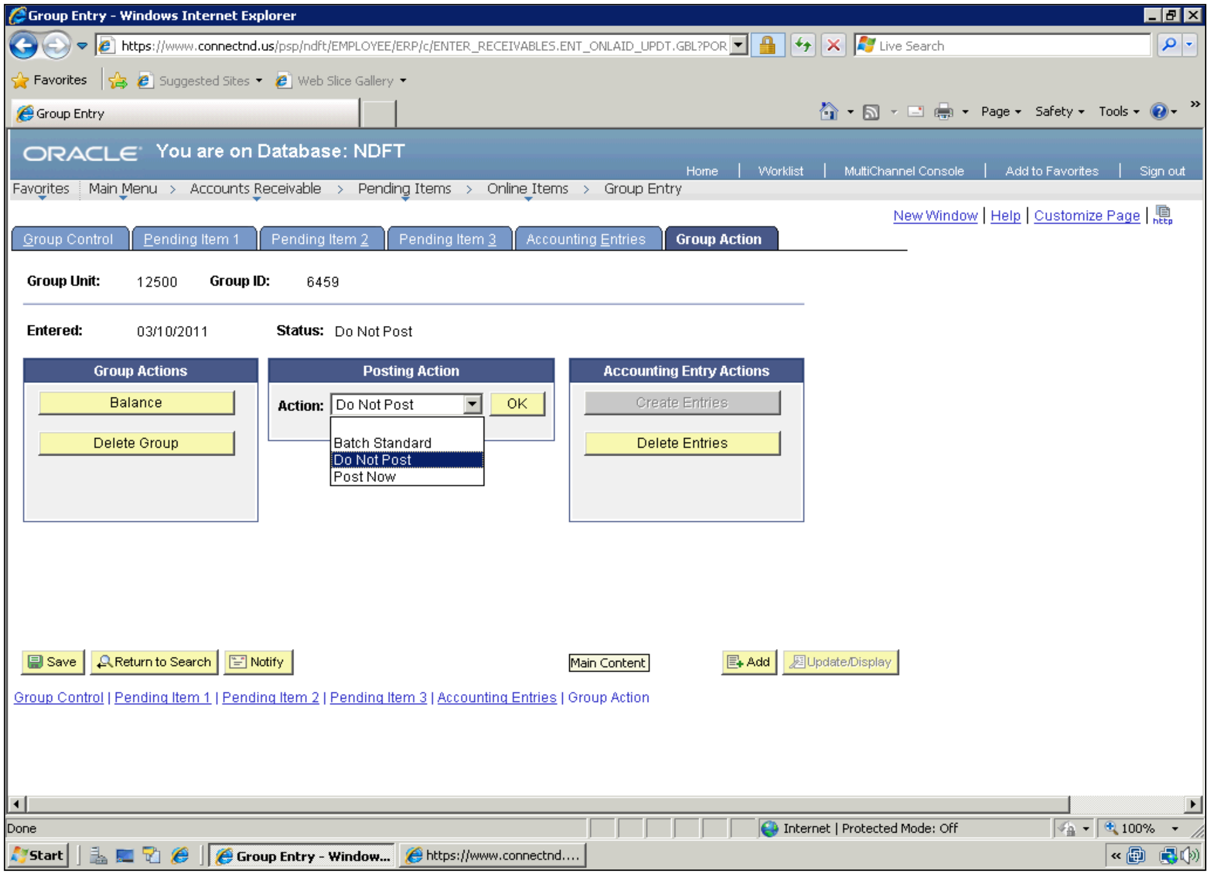
Step	Action
23.	Click the **CRLGL** list item. **Note:** CRLGL was selected because the adjustment is crediting a Legal Services billing. These codes were established during the initial set up and they are different for each agency. 



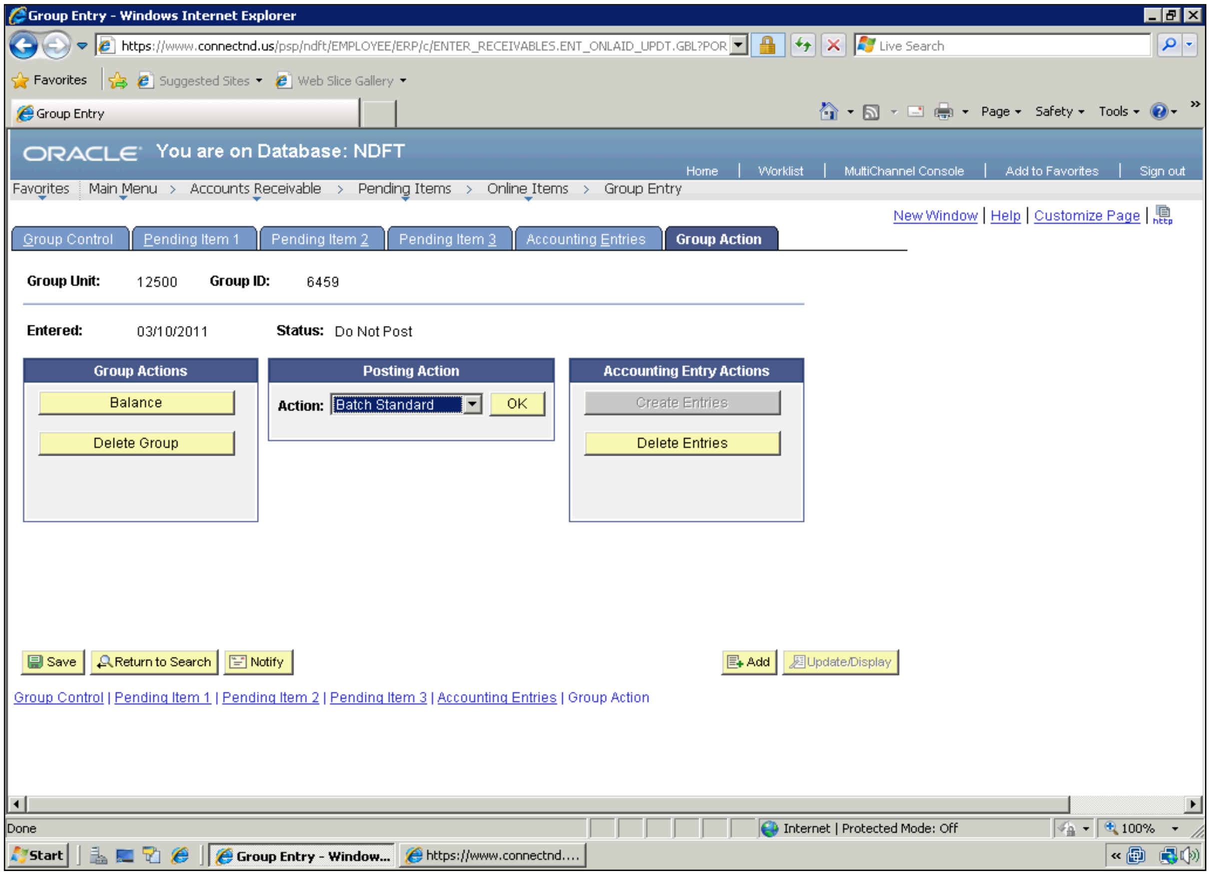
Step	Action
24.	Click the **Save** button. Save
25.	Click the **Accounting Entries** tab. Accounting Entries



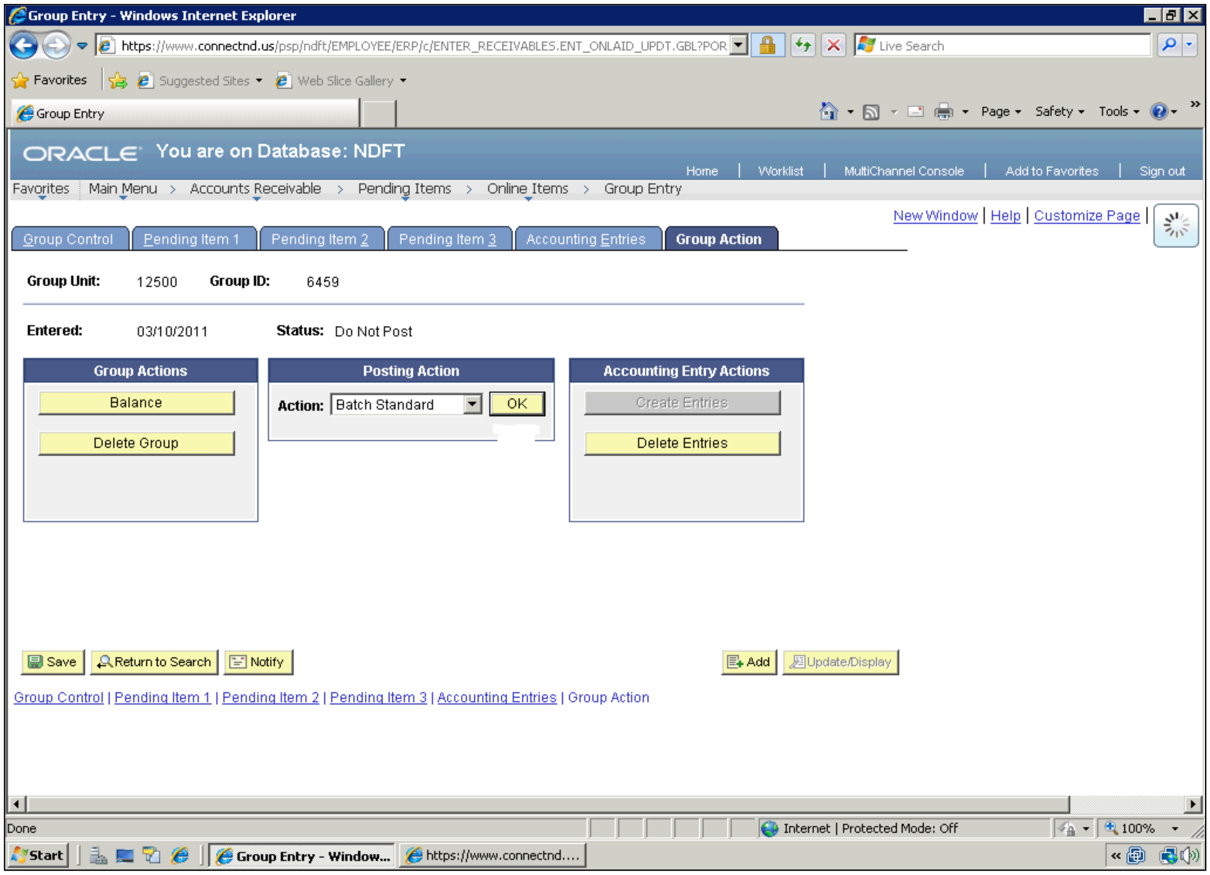
Step	Action
26.	Click the **Create** (lightning bolt icon) button.
27.	Click the **Save** button. Save
28.	Click the **Group Action** tab. Group Action



Step	Action
29.	Click the **Action** list. Do Not Post



Step	Action
30.	Click the **Batch Standard** list item. 



Step	Action
31.	Click the **OK** button. OK
32.	This topic showed how to create an Online Pending item. **End of Procedure.**

ST 7.6.4 - Maintenance Worksheet

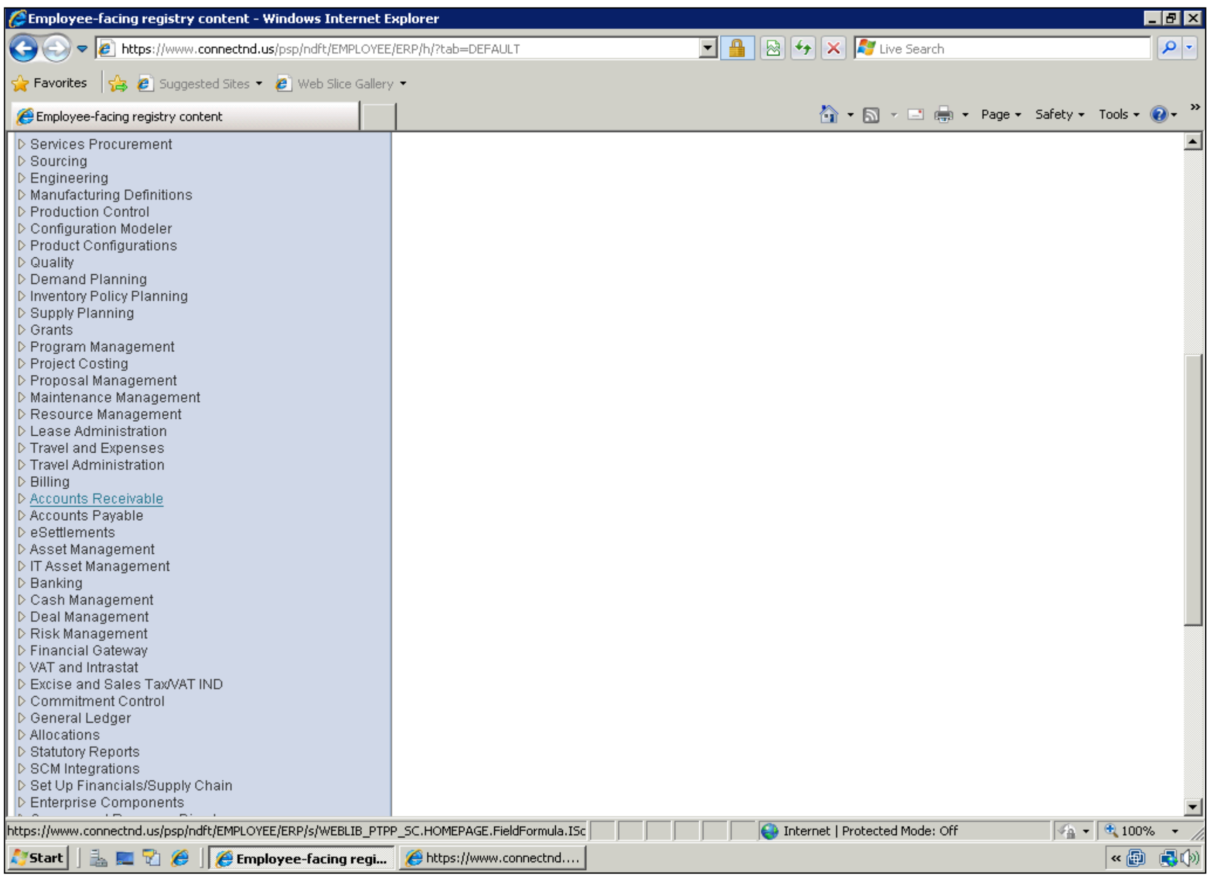
Maintenance Worksheet

Navigation: Accounts Receivable > Receivables Maintenance > Maintenance Worksheet > Create Worksheet

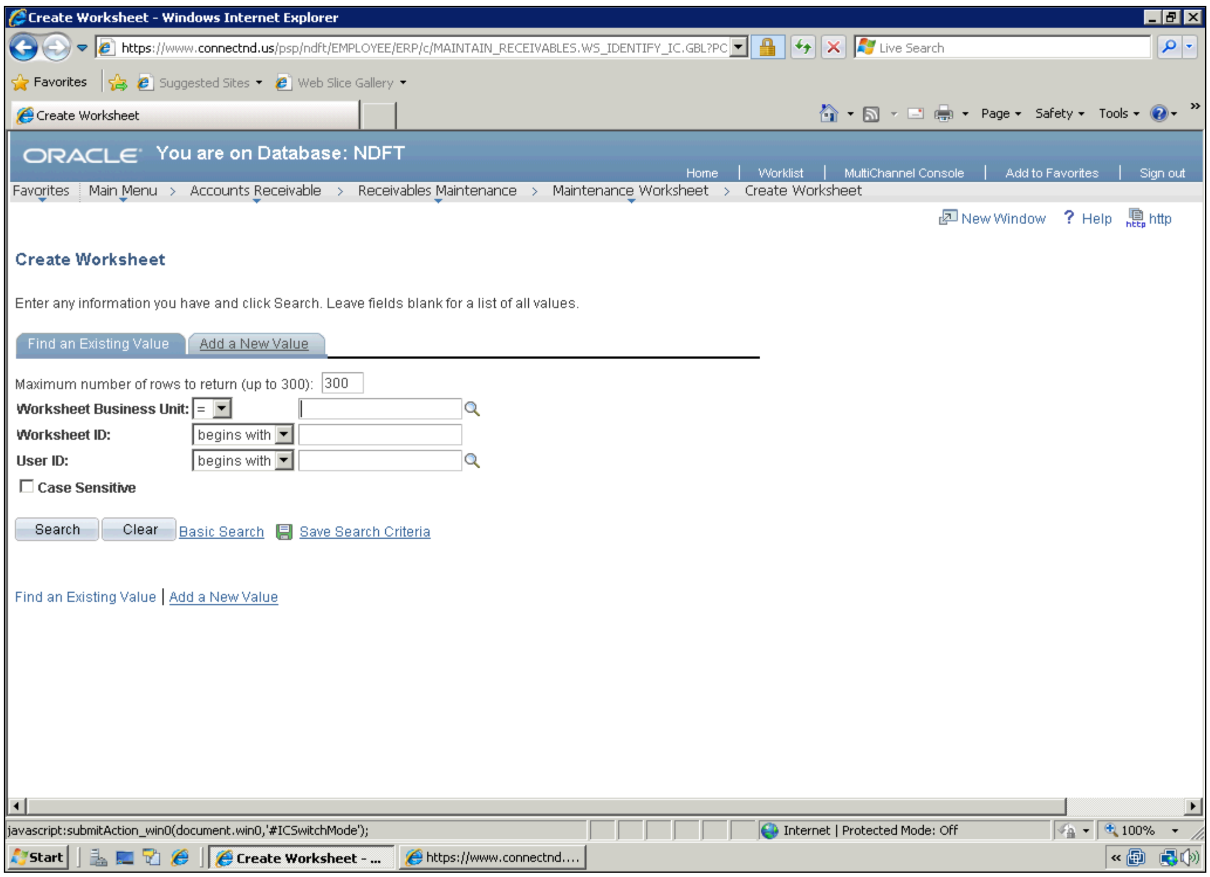
A Maintenance Worksheet is a workspace for offsetting items, write-offs, or adjustments to clean up posted items. The worksheets can be used to refund an item with a credit balance or to create a new refund item for a credit remaining from maintenance tasks.

Procedure

This topic will show how to create a Maintenance Worksheet to offset the debit and credit for a customer.

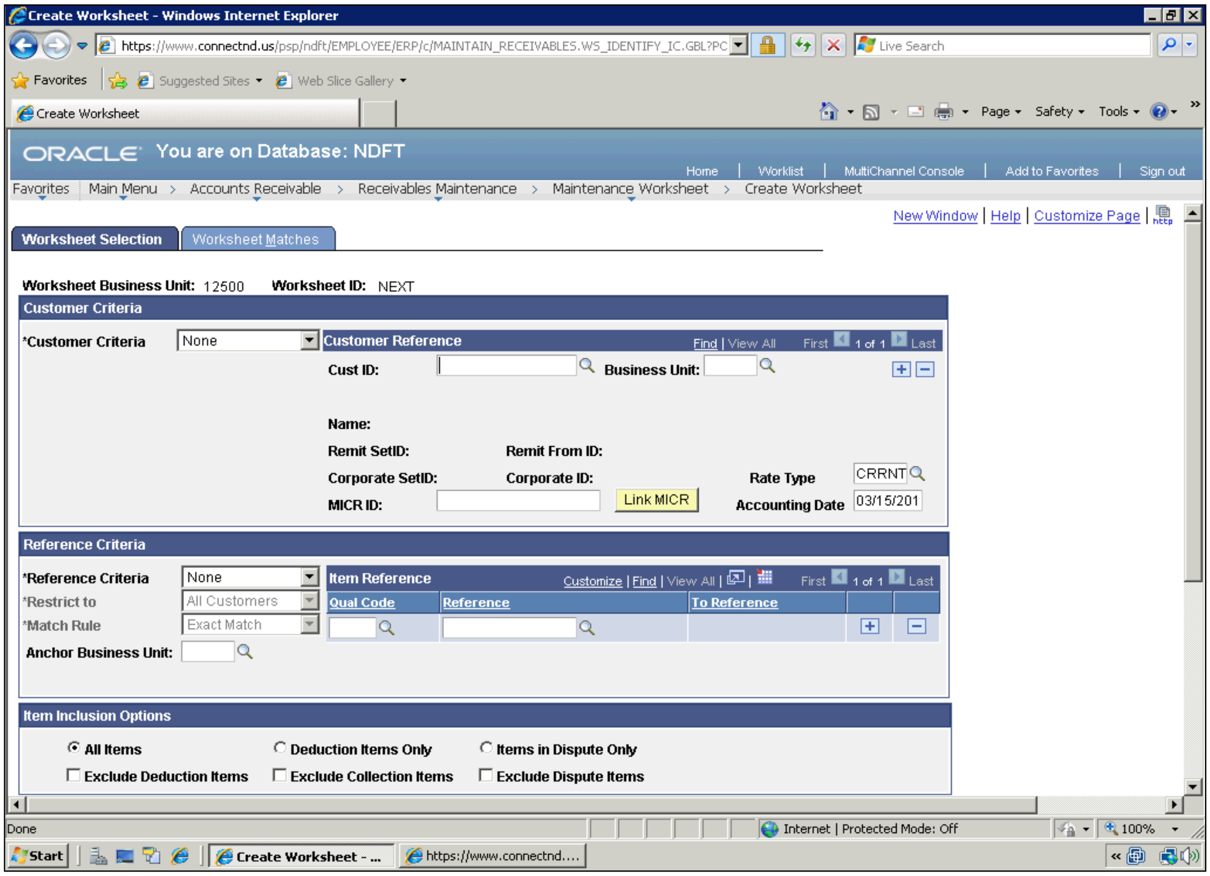


Step	Action
1.	Click the **Accounts Receivable** link. ▷ Accounts Receivable
2.	Click the **Receivables Maintenance** link. Receivables Maintenance
3.	Click the **Maintenance Worksheet** link. Maintenance Worksheet
4.	Click the **Create Worksheet** link. Create Worksheet

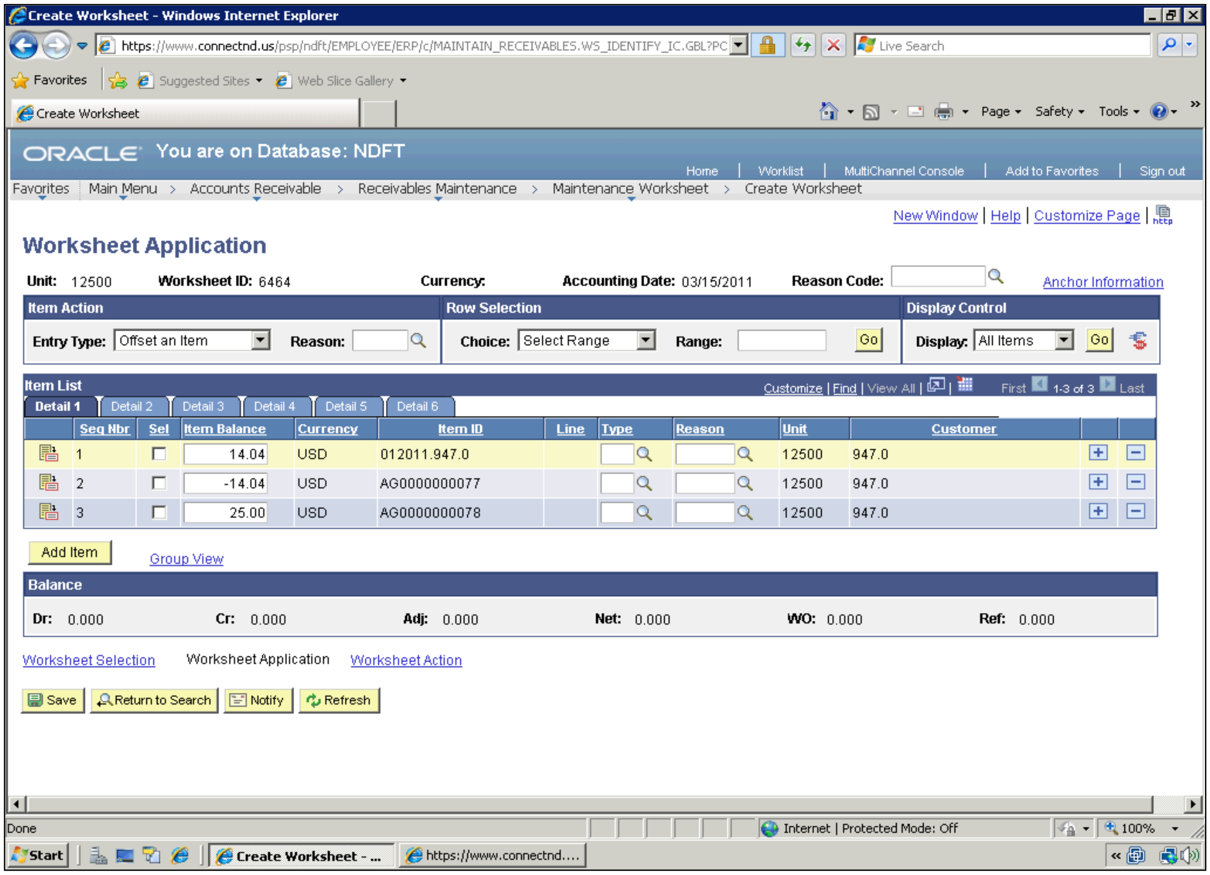


Step	Action
5.	Click the **Add a New Value** tab. Add a New Value

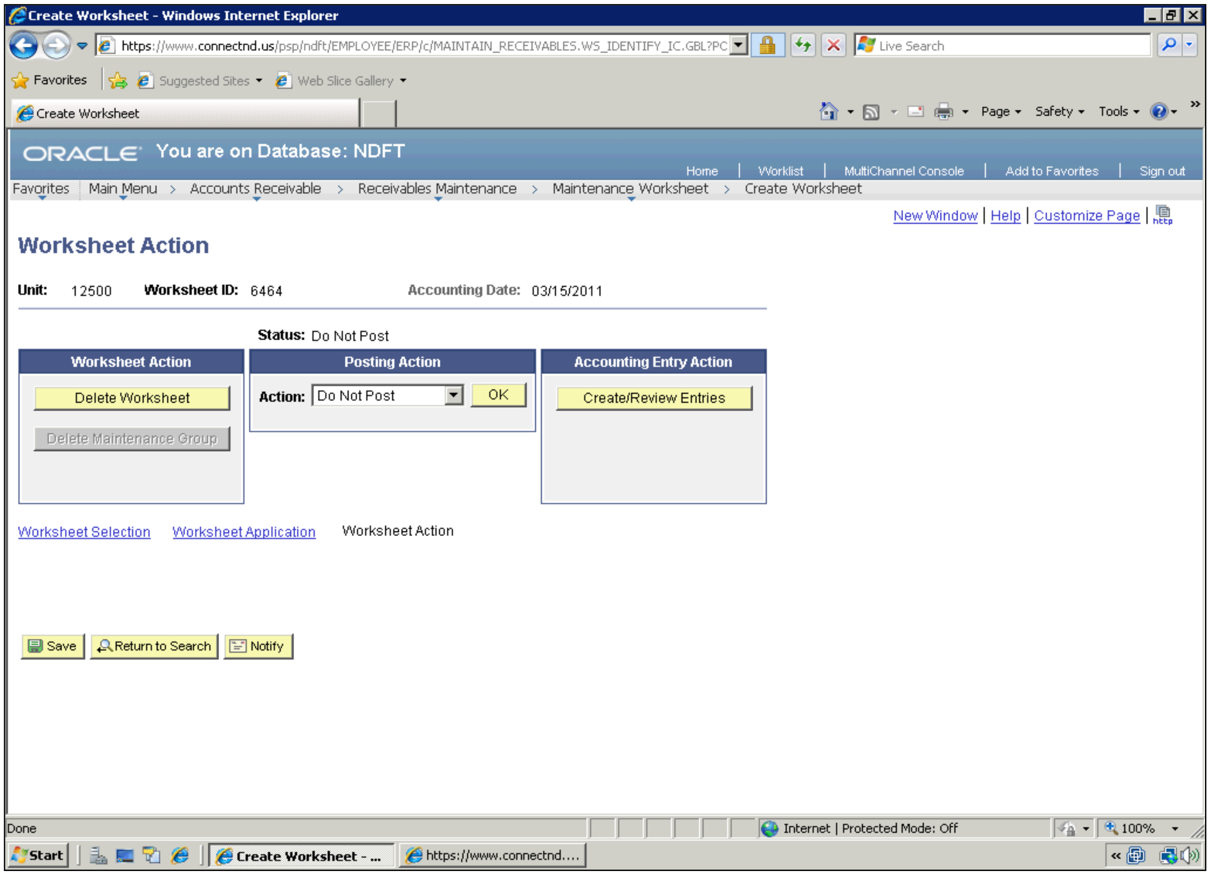
Step	Action
6.	Click the **Add** button. Add



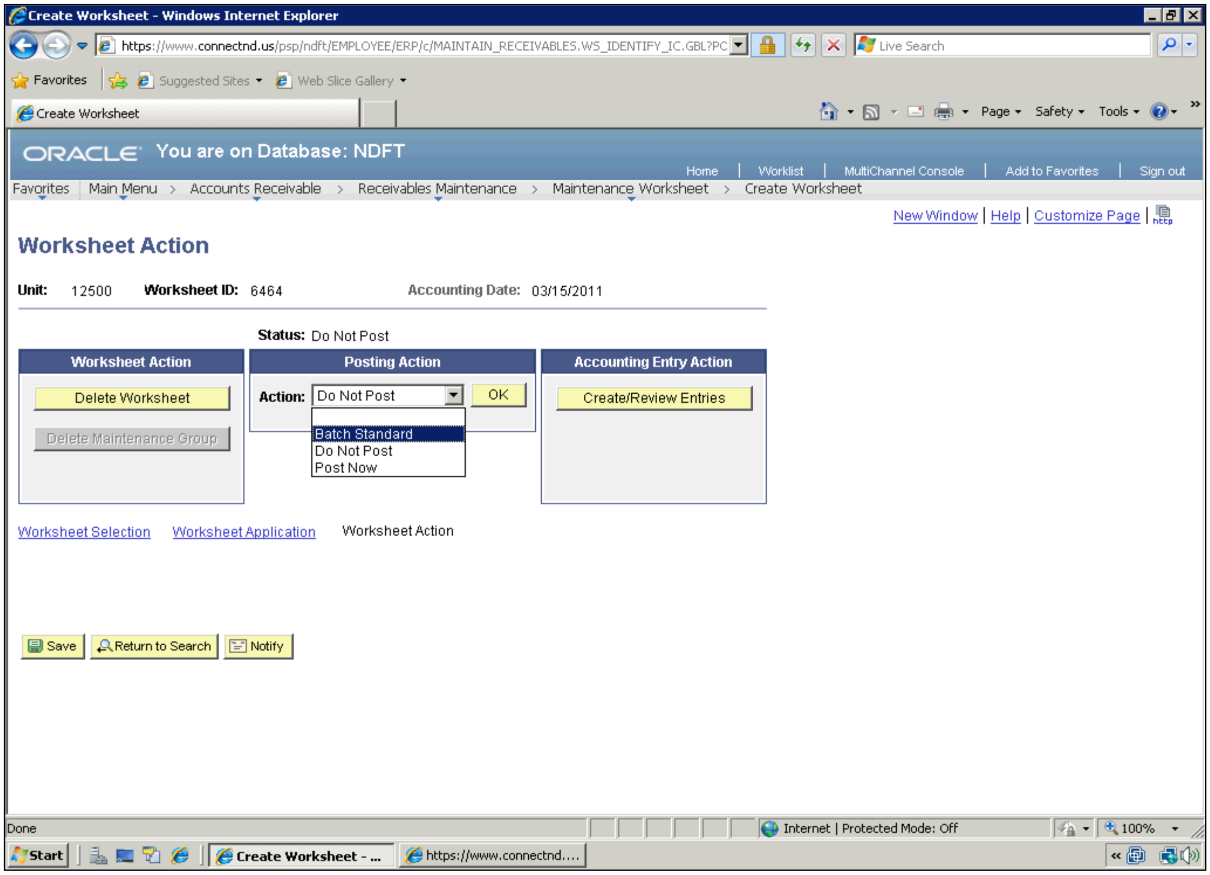
Step	Action
7.	Enter the desired information into the **Cust ID** field. Enter "**947.0**".
8.	Click the **Look up Cust ID (Alt+5)** button.
9.	Click the **Marriage and Family Therapists, Board of** link. Marriage and Family Therapists, Board of
10.	Click the **Build** button. Build



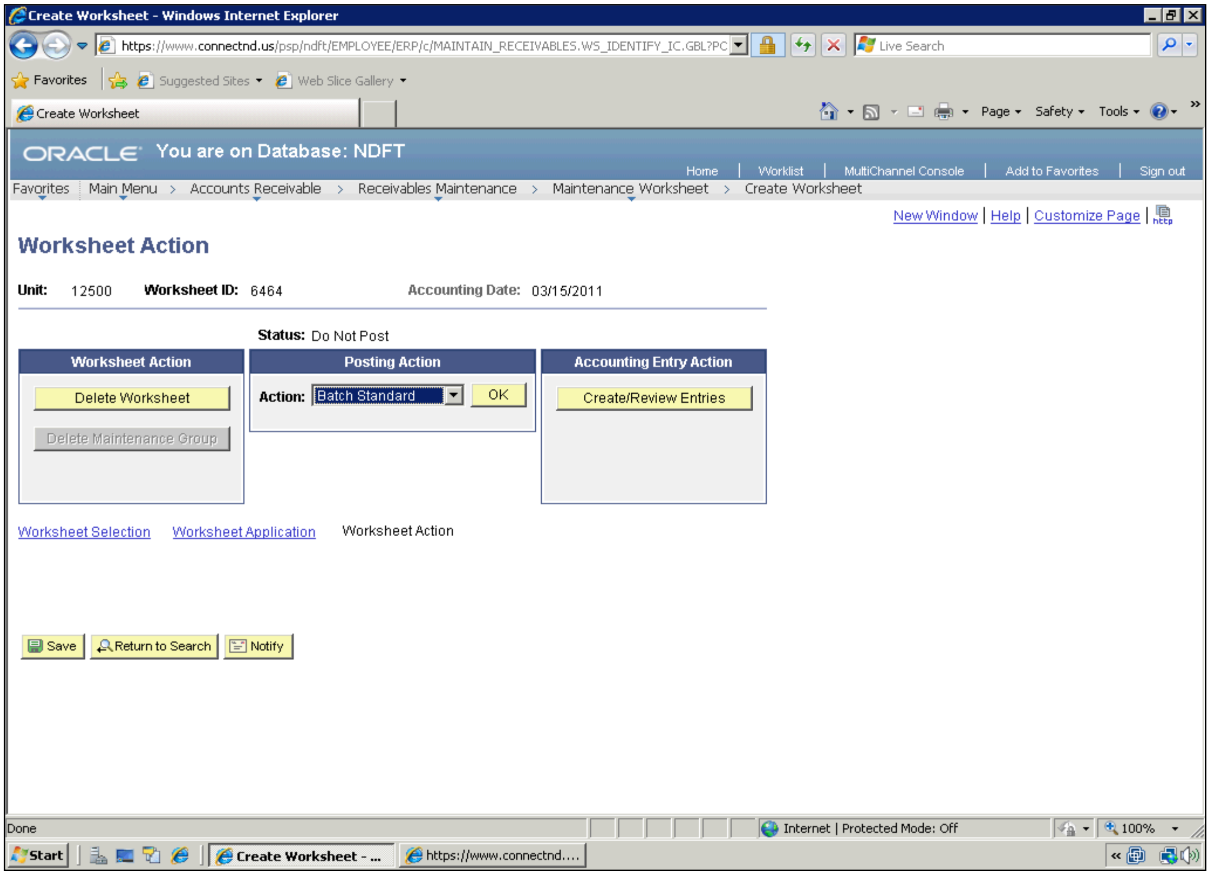
Step	Action
11.	Select the **Sel** option on Line 1 (Seq Nbr). 
12.	Select the **Sel** option on Line 2 (Seq Nbr). This item will offset Line 1. 
13.	Click the **Refresh** button. 
14.	Click the **Save** button. 
15.	Click the **Worksheet Action** link. 
16.	The Worksheet Action tab may only be available at an approver/posting level due to workflow security. If so, the Worksheet Action page will be unavailable and will need to be posted at a higher level.

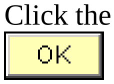


Step	Action
17.	Click the **Action** list. Do Not Post



Step	Action
18.	Click the **Batch Standard** list item. Batch Standard



Step	Action
19.	Click the **OK** button. 
20.	Click the **Save** button. 
21.	This topic showed how to create a Maintenance Worksheet. **End of Procedure.**

ST Lesson 7.7 - Inquiry

Inquiry

Customer and billing information can be accessed through basic inquiries. These inquiries can isolate or broaden data as needed.

ST 7.7.1 - Review Invoice Errors

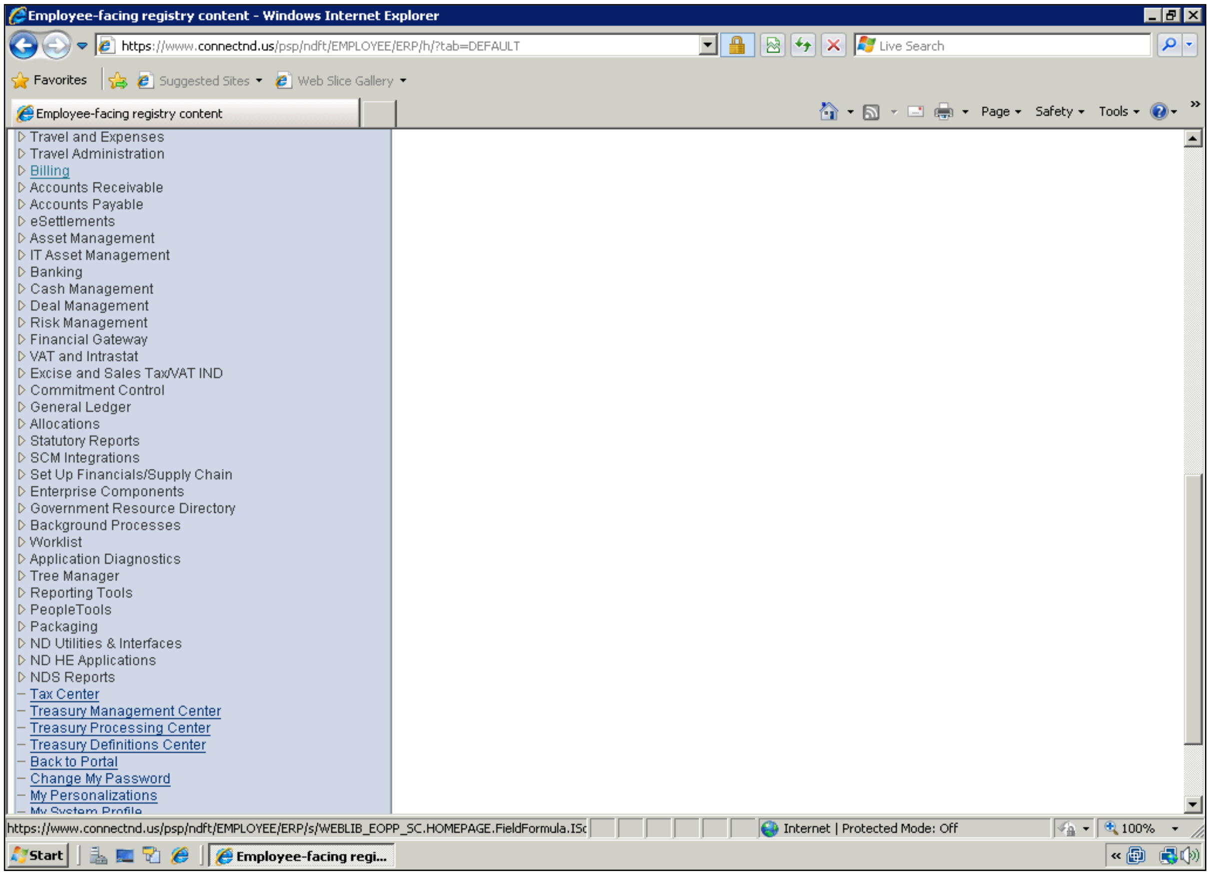
Review Invoice Errors

Navigation: Billing > Review Processing Results > Review Invoice Errors

Review Invoice Errors can display errors by Invoice or Error Status.

Procedure

This topic shows how to access Review Invoice Errors.



Step	Action
1.	Click the **Billing** link. Billing
2.	Click the **Review Processing Results** link. Review Processing Results
3.	Click the **Review Invoice Errors** link. Review Invoice Errors
4.	Enter the Invoice number criteria and click Search to view errors.
5.	This topic showed how to access Review Invoice Errors. **End of Procedure.**

ST 7.7.2 - Review Entries by Journal

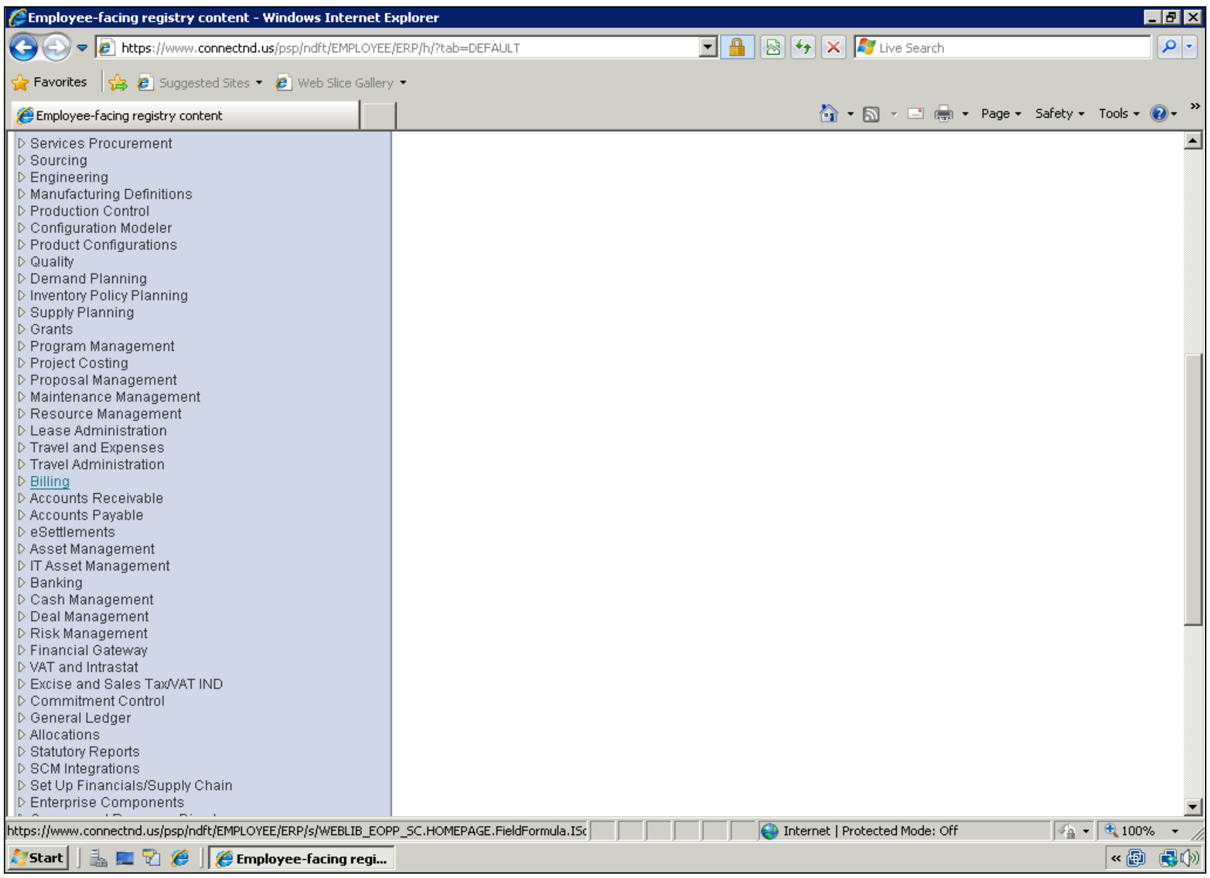
Review Entries by Journal

Navigation: Billing > Review Billing Information > Review Entries by Journal

View accounting entries by General Ledger Journal ID.

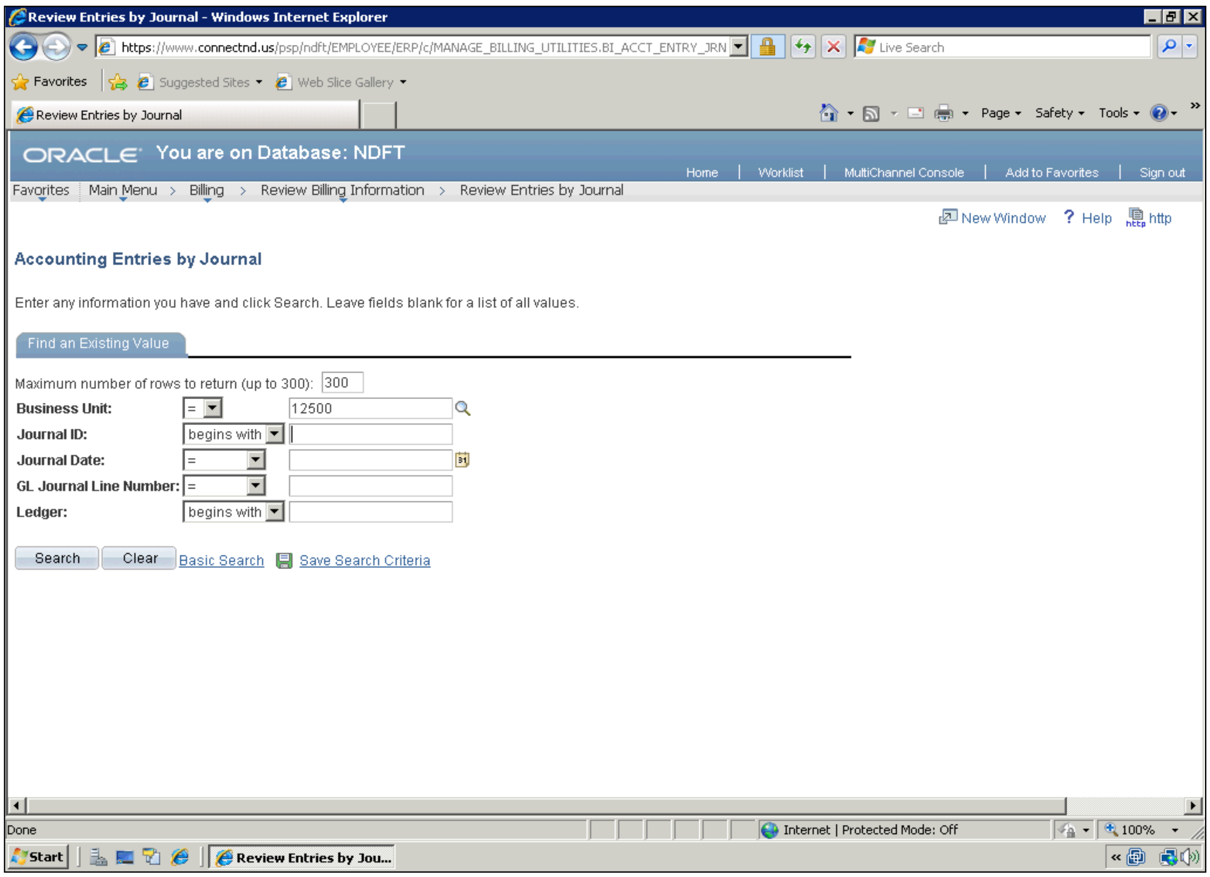
Procedure

This topic shows how to Review Entries by Journal.



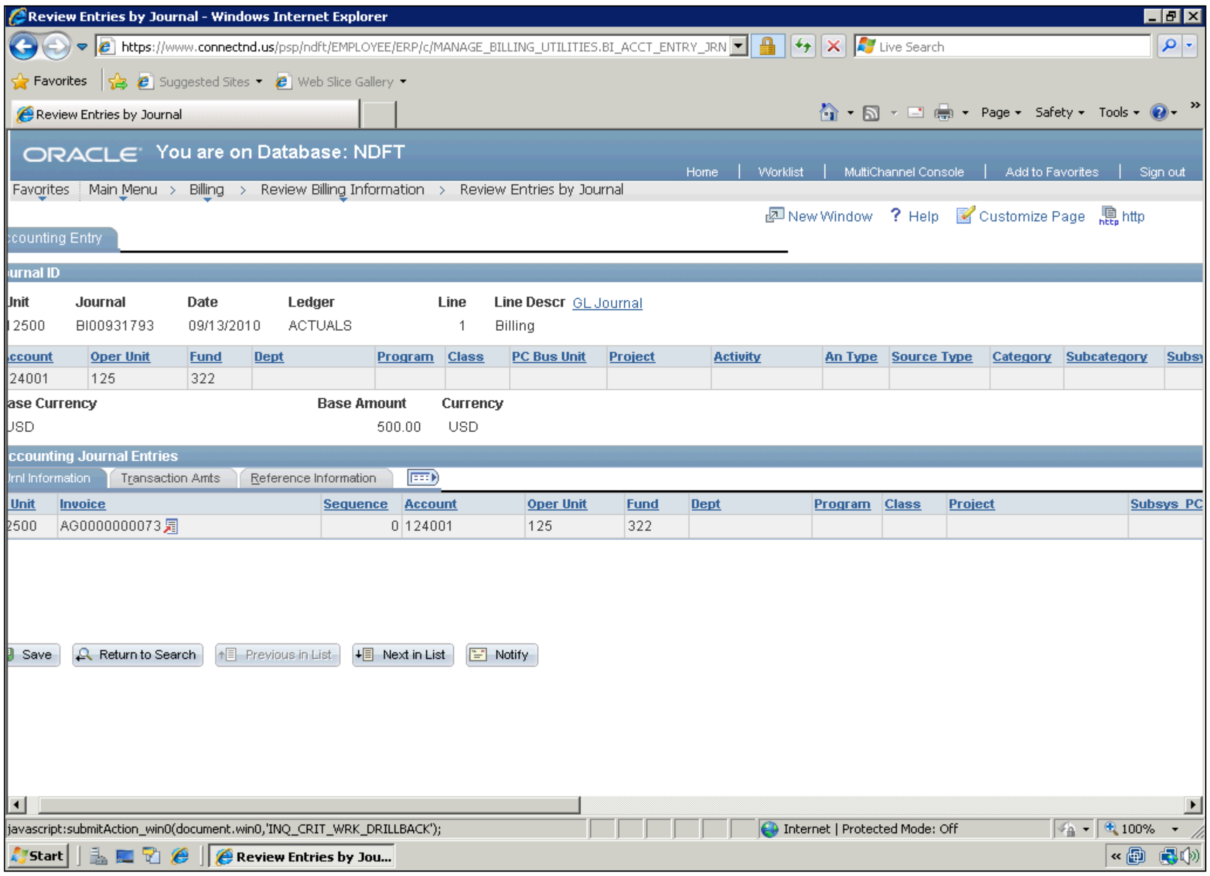
Step	Action
1.	Click the **Billing** link. Billing

Step	Action
2.	Click the **Review Billing Information** link. Review Billing Information
3.	Click the **Review Entries by Journal** link. Review Entries by Journal

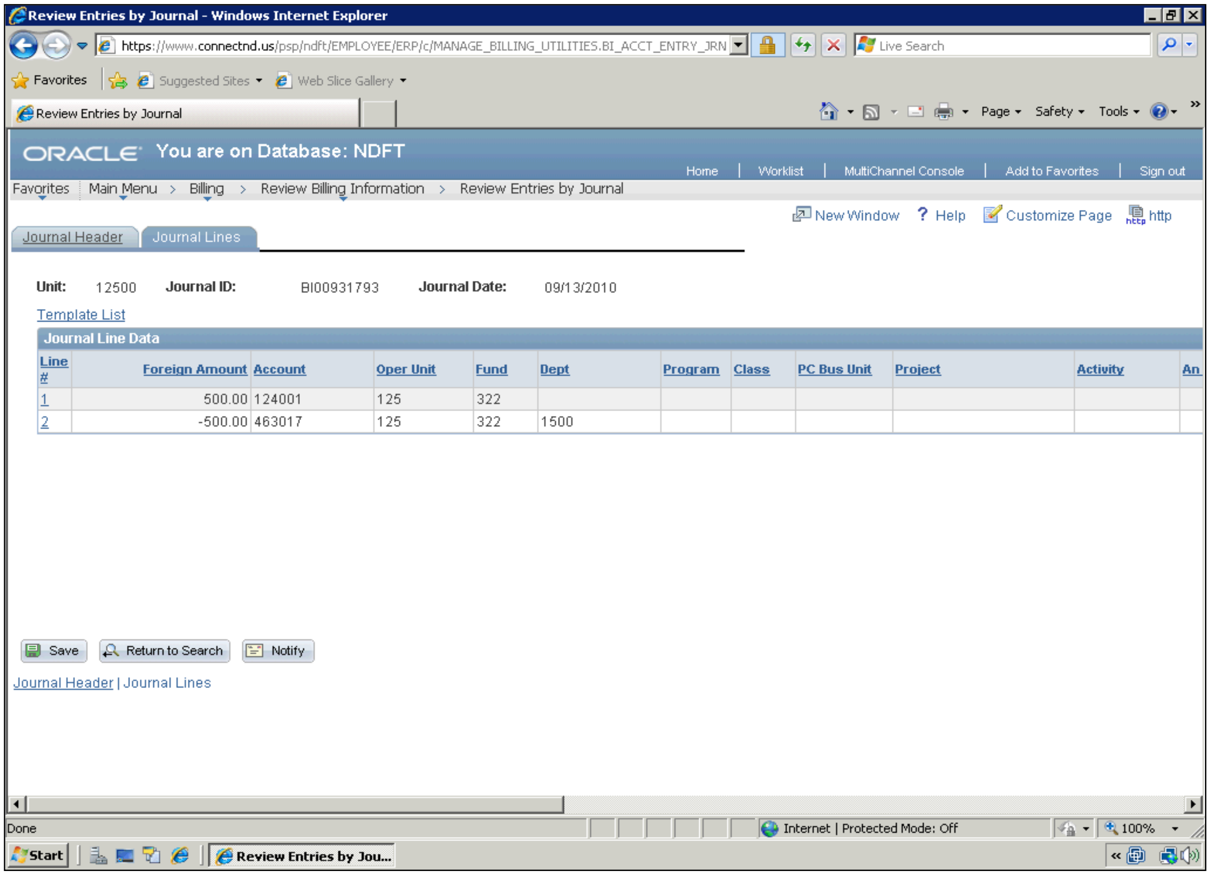


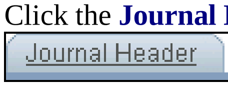
Step	Action
4.	Enter the desired information into the **Journal ID** field. Enter "**BI00931793**". **Note:** This ID comes from the posted journal in General Ledger. Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries (Find an Existing Value).
5.	Click the **Search** button. Search

Step	Action
6.	The Search Results will display the Journal ID and GL Journal Line Number(s) associated with it. Click the **09/13/2010** link. 09/13/2010



Step	Action
7.	Click the **GL Journal** link. GL Journal



Step	Action
8.	Click the **Journal Header** tab. 
9.	This topic showed how to Review Entries by Journal. **End of Procedure.**

ST Lesson 7.8 - Running Reports/Queries

Running Reports/Queries

Process Scheduler enables you to run reports easily and efficiently at any given time directly to your workstation.

ST 7.8.1 - Listing of AR Bills and Payments Query

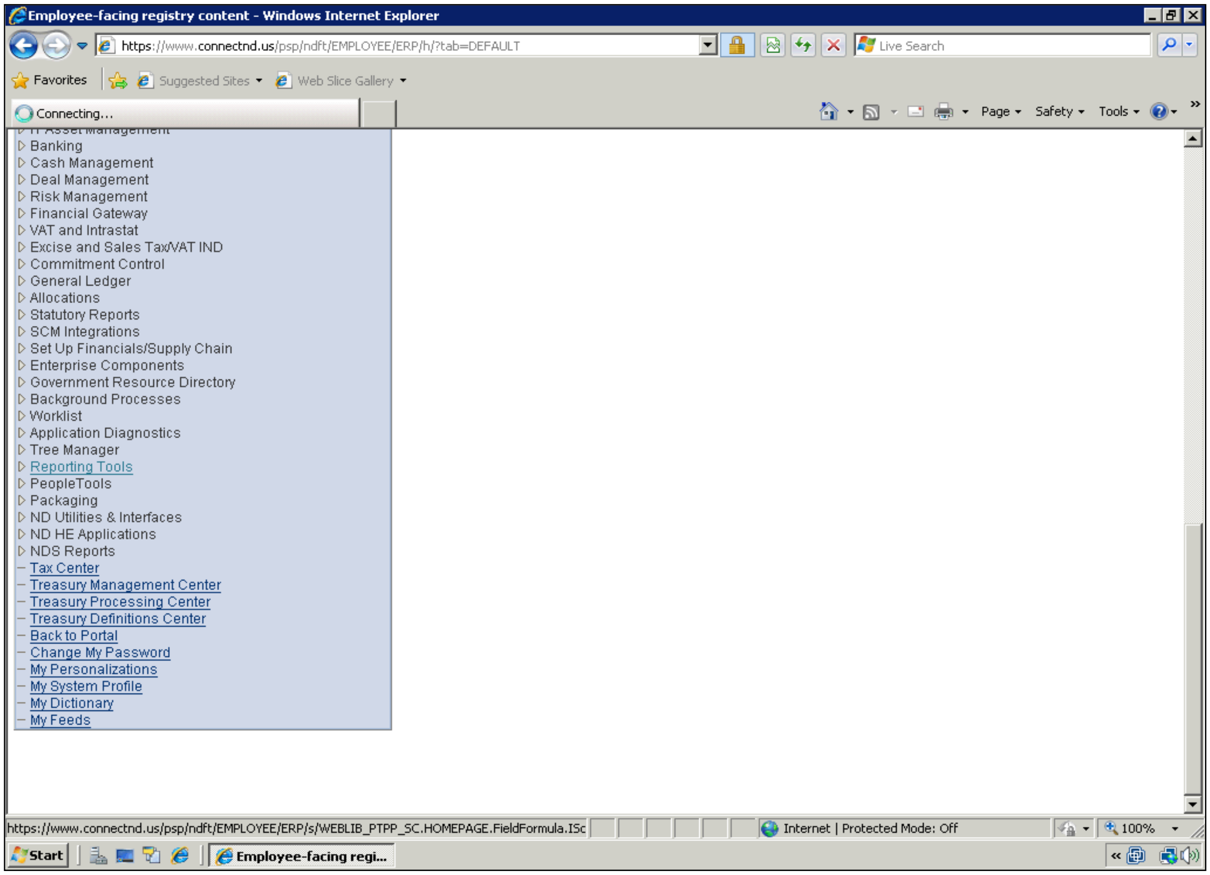
Listing of AR Bills and Payments Query

Navigation: Reporting Tools > Query > Query Viewer

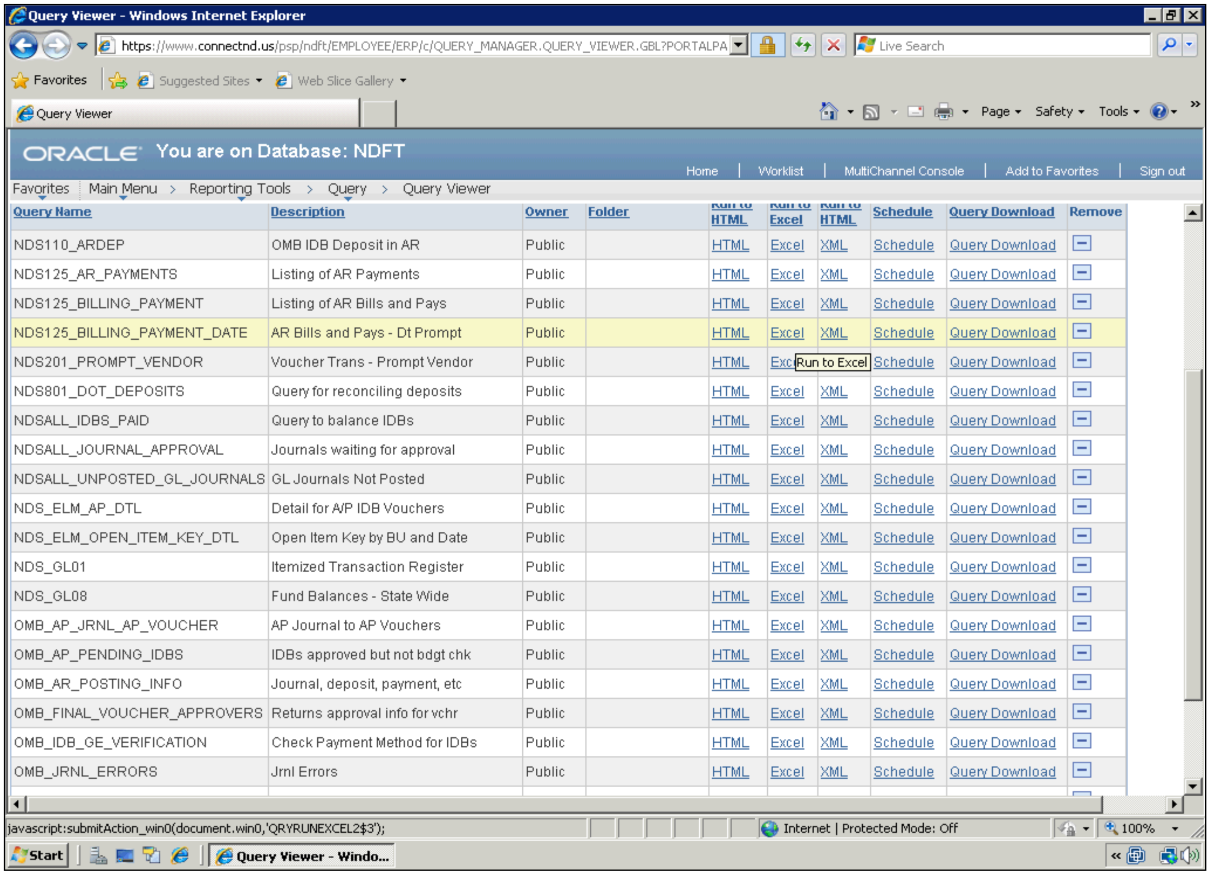
Detailed query for bill and payments analysis.

Procedure

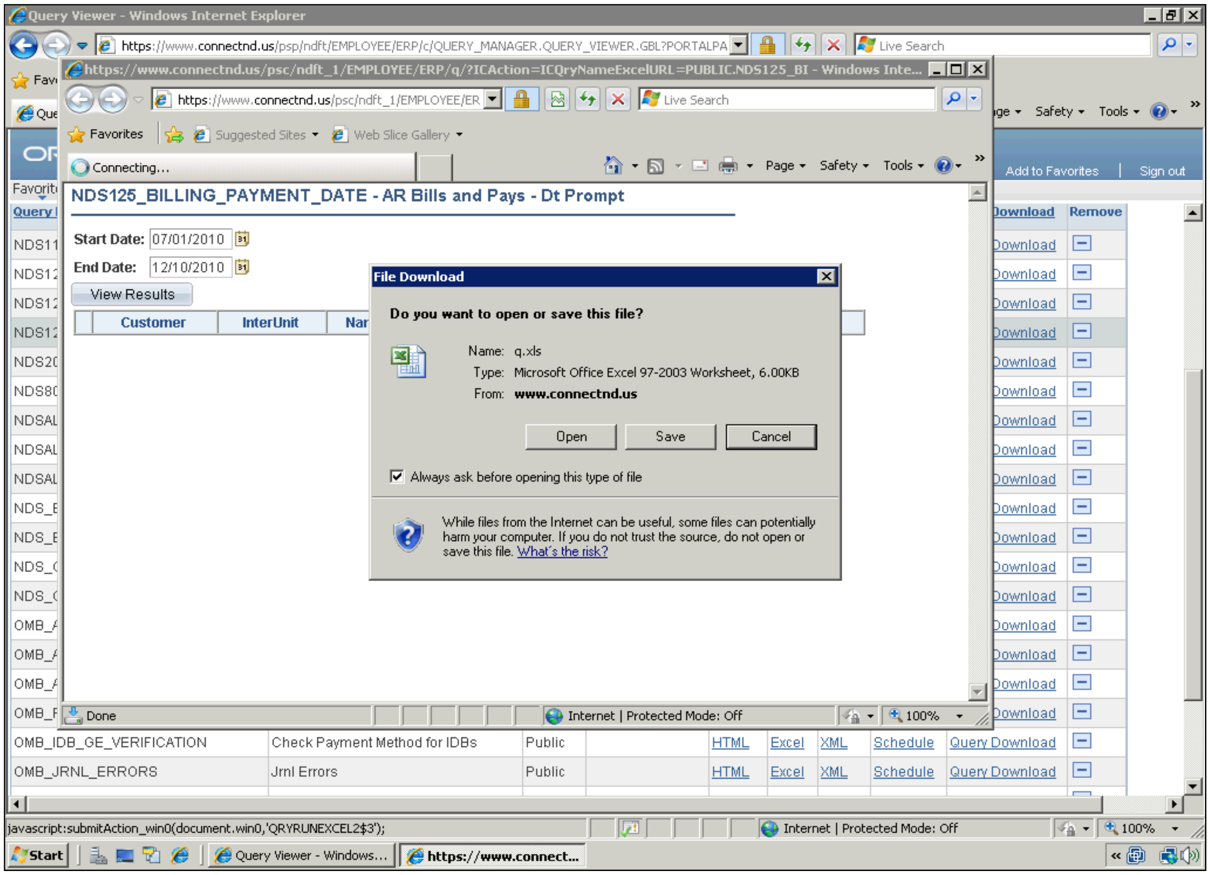
This topic shows how to access Listing of AR Bills and Payments Query.

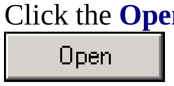


Step	Action
1.	Click the **Reporting Tools** link. Reporting Tools
2.	Click the **Query** link. Query
3.	Click the **Query Viewer** link. Query Viewer



Step	Action
4.	Click the **Excel** link. **Note:** The query results can run to HTML or Excel format. Excel
5.	Select the date criteria by entering it in the Start Date field, or by clicking on the Calendar icon. Click the **1** link. 1
6.	Select the date criteria by entering it in the End Date field, or by clicking on the Calendar icon. Click the **Current Date** link. Current Date
7.	Click the **View Results** button. View Results



Step	Action
8.	The File Download textbox will prompt "Do you want to open or save this file"? Click the **Open** button. 
9.	The AR Bills and Payments Query results are in Excel format.
10.	This topic showed how to access the Listing of AR Bills and Payments Query. **End of Procedure.**

ST 7.8.2 - Customers by Unit Report

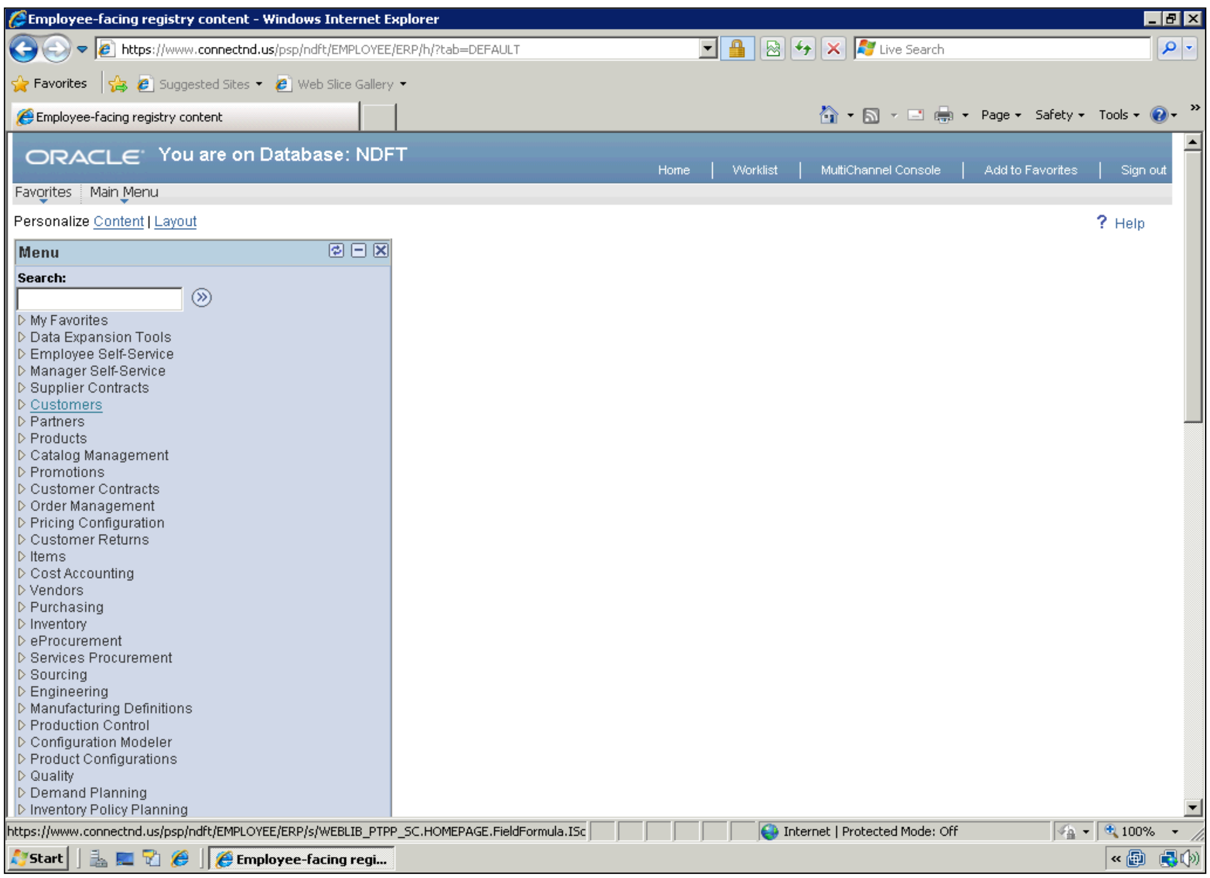
Customers by Unit Report

Navigation: Customers > Reports > Customers by Unit

Customer listing report by agency. This report has sort options such as: Customer Status, Customer Type, Sort by Customer Name, Number and Type.

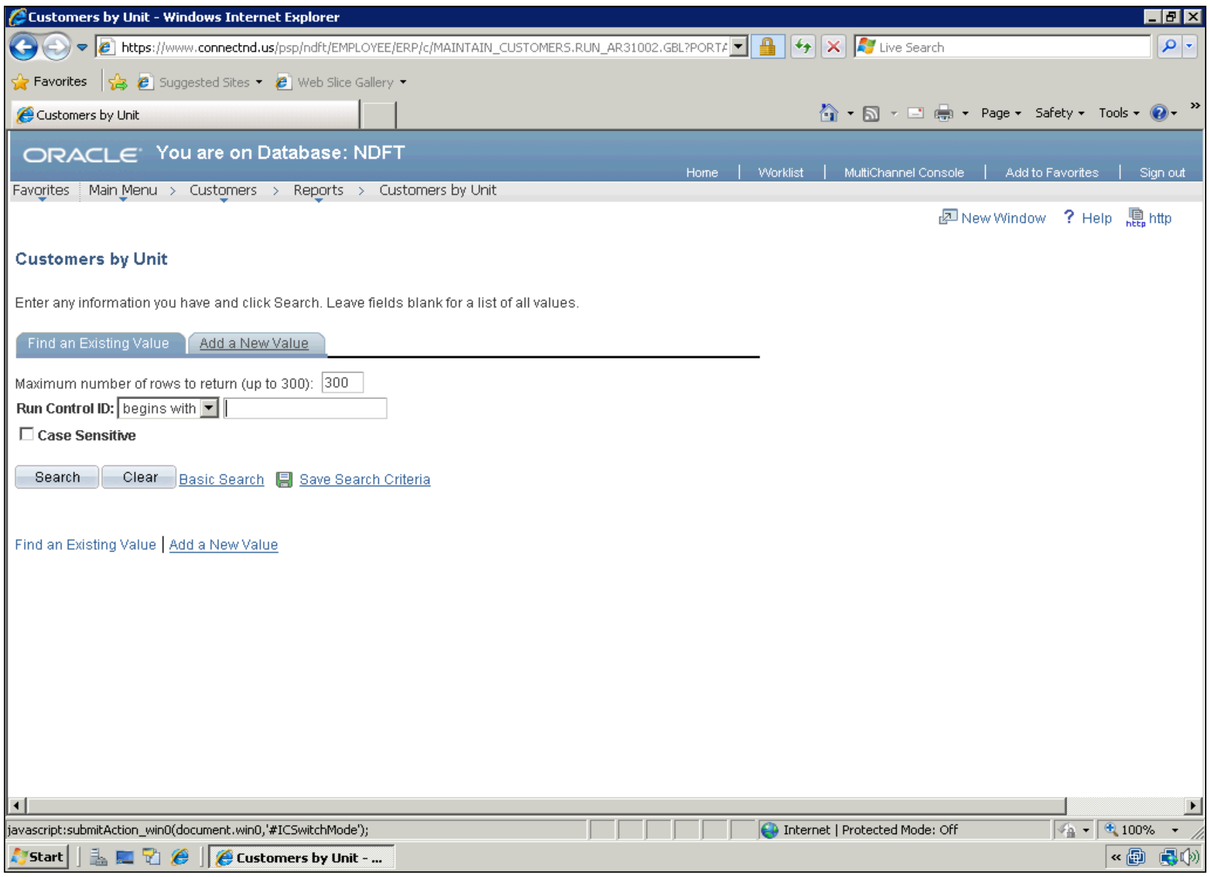
Procedure

This topic shows how to run the Customers by Unit Report.

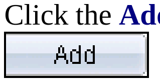


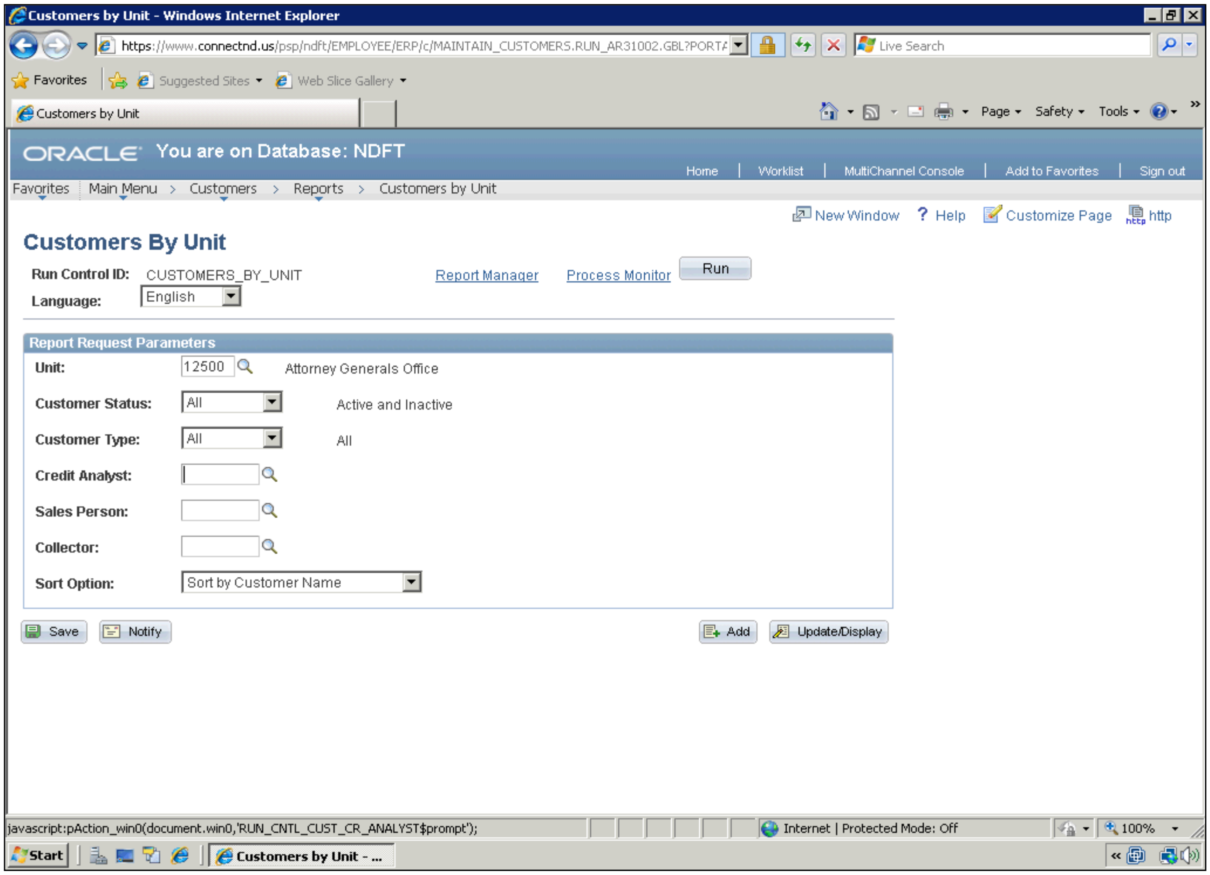
Step	Action
1.	Click the **Customers** link. ▷ Customers

Step	Action
2.	Click the **Reports** link. Reports
3.	Click the **Customers by Unit** link. Customers by Unit

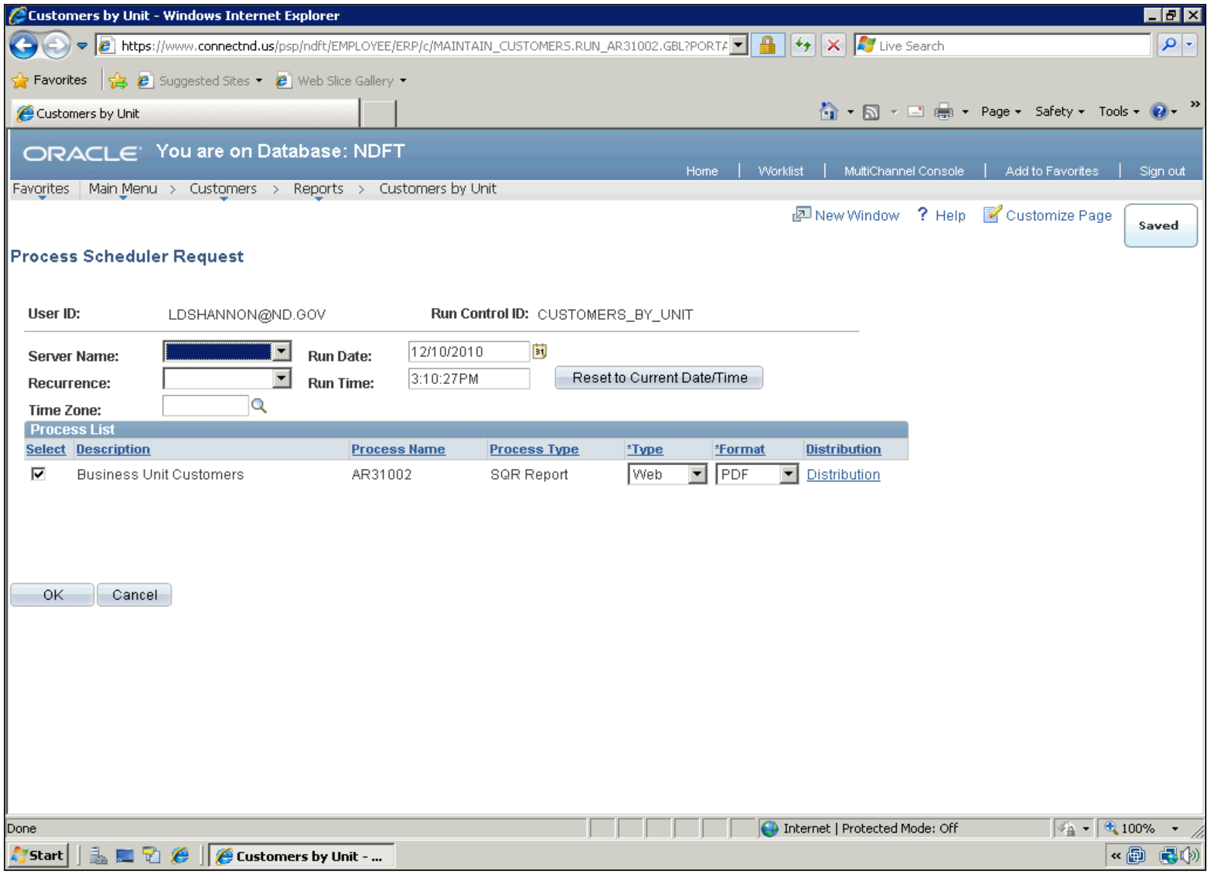


Step	Action
4.	Click the **Add a New Value** tab. Add a New Value

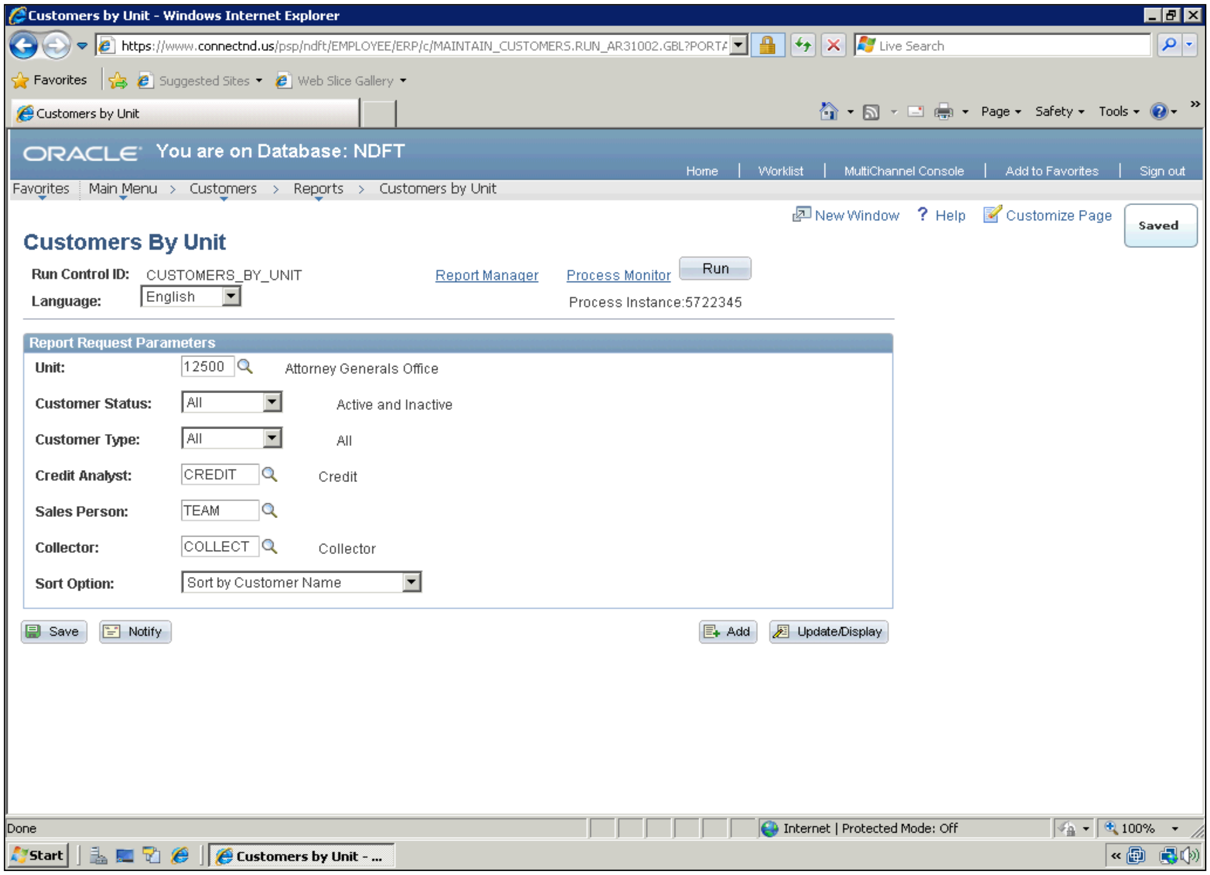
Step	Action
5.	After navigating to a report, the user will be asked to enter a Run Control ID: The Run control is a database record that allows a user to define criteria for a specific process. The Run Control is saved after it is created and can be used again, or modified, the next time the same process is run. Run Controls are unique to a user ID. The first time a report is run you will need to Add a New Value. The Run Control can be any alpha/numeric combination but <u>cannot have spaces.</u> Once the Run Control is entered you will proceed to the parameters page.
6.	Enter the desired information into the **Run Control ID** field. Enter "**CUSTOMERS_BY_UNIT**".
7.	Click the **Add** button. 
8.	The Customer Status and Customer Type fields should be <u>All</u>. This sort parameter will list all customers associated with the business unit.



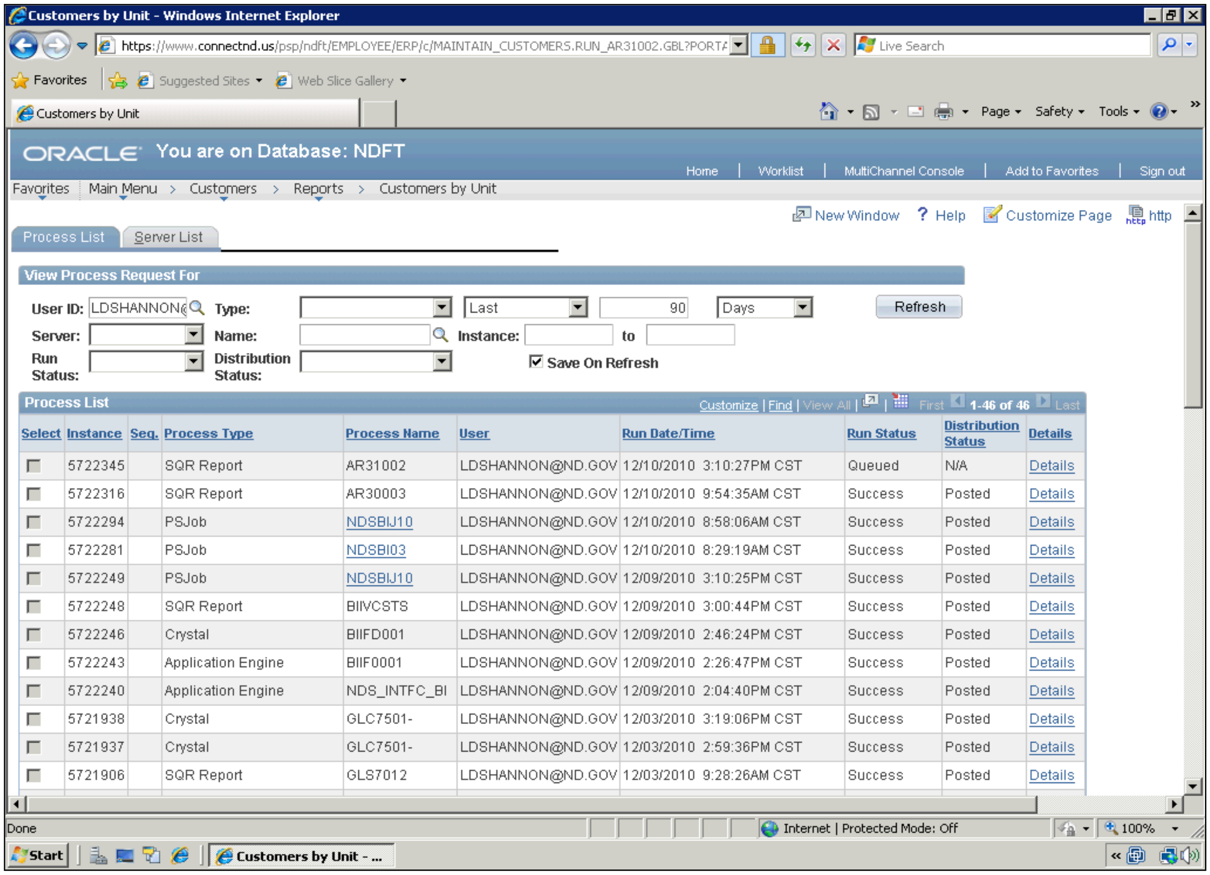
Step	Action
9.	Click the **Look up Credit Analyst (Alt+5)** button.
10.	Click the **CREDIT** link. CREDIT
11.	Click the **Look up Sales Person (Alt+5)** button.
12.	Click the **TEAM** link. TEAM
13.	Click the **Look up Collector (Alt+5)** button.
14.	Click the **COLLECT** link. COLLECT
15.	Click the **Run** button. Run



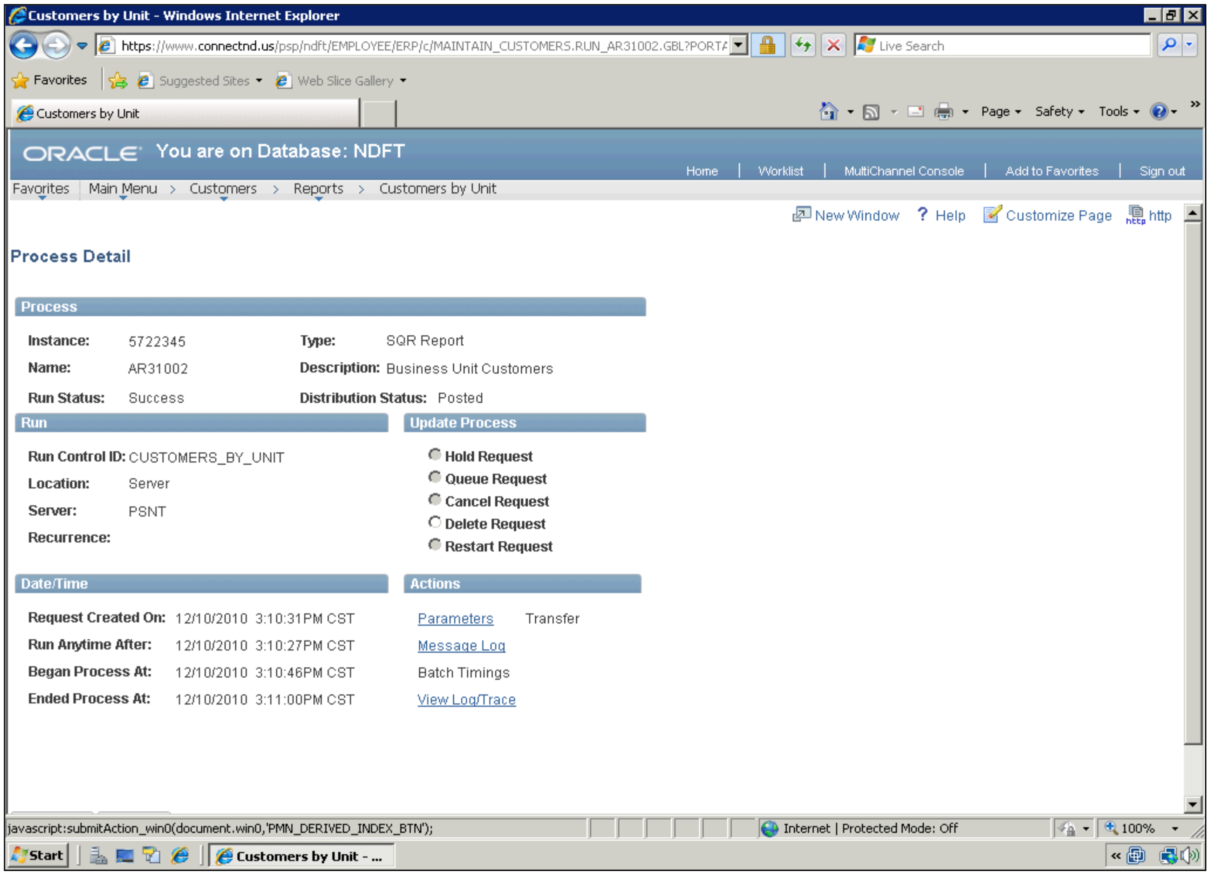
Step	Action
16.	Click the **OK** button. OK



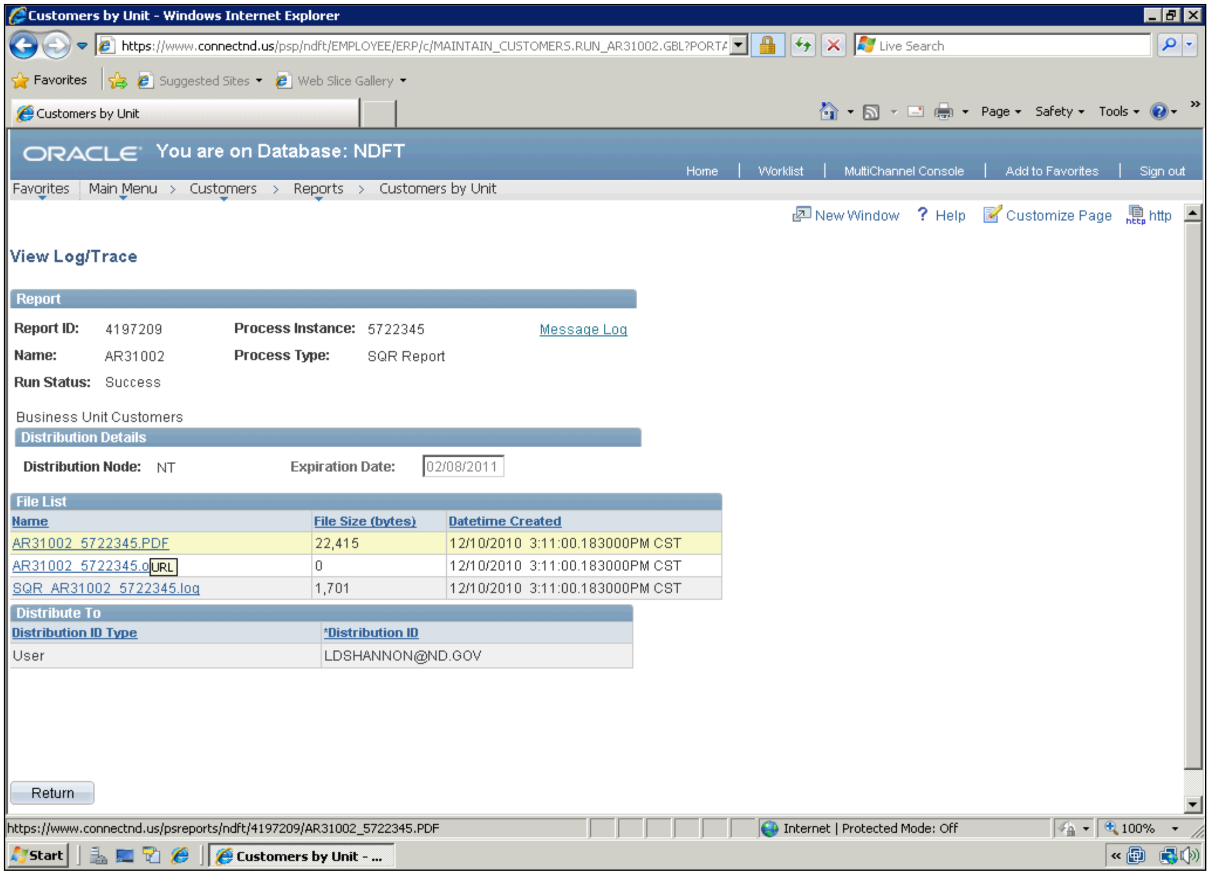
Step	Action
17.	Click the **Process Monitor** link. Process Monitor



Step	Action
18.	Click the **Refresh** button. Refresh
19.	Click the **Details** link. Details



Step	Action
20.	Click the **View Log/Trace** link. View Log/Trace



Step	Action
21.	Click the PDF file. AR31002_5722345.PDF
22.	This topic showed how to run the Customers by Unit Report. **End of Procedure.**